



ATENEIO DE MANILA UNIVERSITY
UNIVERSITY REGISTRAR

17 June 2023

TO Incoming First Year, School Year 2023-2024

FROM (Sgd) Marlene M De Leon, PhD
University Registrar

SUBJECT **Application for Credit for the College Board's Advanced Placement (AP) or International Baccalaureate Diploma Programme (IB DP) for the First Semester of SY 2023-2024**

For School Year 2023-2024, the incoming first year may apply for credit for the College Board's Advanced Placement (AP) or International Baccalaureate Diploma Programme (IB DP) Exams they have taken in high school.

Please find the complete Loyola Schools Policy on Crediting AP and IB Examinations through the following links:

AP: <https://www.ateneo.edu/ls/registrar/policies/crediting-ap-exams>

IB DP: <https://www.ateneo.edu/ls/registrar/policies/crediting-ib-dp-exams>

To facilitate the processing of your application for credits, the Office of the University Registrar has made available a Google form where you can submit your requests. Please accomplish the online Application for Advanced Placement (AP) or International Baccalaureate (IB) credit on or before Saturday, July 15, 2023, through this link:
<http://go.ateneo.edu/IB-AP-Credits-SY2023-2024>

Note: Only students using their @obf.ateneo.edu email address will be able to access the form. Kindly read the Guidelines and Privacy Policy in the first section of the form.

Please also note that you must provide a copy of your AP or IB results/transcripts.

The official electronic copy of results/ transcript of grades for IB will be sent directly to the ADMU Office of the University Registrar. For AP results/transcript of grades, students are expected to request the said documents from the College Board and send the same to the ADMU Office of the University Registrar.

Upon receipt of your official copy of results/transcript of grades for AP or IB, the Registrar will process and approve the recognition of your AP/ IB credits, update your Individual Programs of Study (IPS), and adjust your class schedules accordingly.

For questions/concerns, please email us at registrar@ateneo.edu.

Thank you very much and we welcome you to the Ateneo de Manila University!

cc: Dr. Maria Luz C. Vilches, Vice President for Higher Education
Dr. Roberto Martin N Galang, Officer-in-Charge, Office of the Vice President for
Higher Education and Dean, John Gokongwei School of Management
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