



ATENEO DE MANILA UNIVERSITY

UNDERGRADUATE EDUCATION OFFICE OF ADMISSION AND AID

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admissions.ls@ateneo.edu

PAYMENT INSTRUCTIONS

The application fee is PhP600 for applicants from schools within the Philippines, and PhP2,500 for applicants from schools abroad.

NOTE:

Applicants from **public or science high schools in the Philippines** are exempted from paying the application and testing fees. In lieu of a payment slip, the applicant may upload a copy of their Grade 12 ID, or alternatively, their enrollment or registration form for Grade 12.

Applicants from **private high schools** in the Philippines who fulfill these conditions:

1. Graduate or graduating student must be natural-born Filipino citizen;
2. Student must belong to top 10 percent of graduating class;
3. Student must also belong to family whose combined household income falls below poverty threshold as defined by NEDA;

may be exempted from paying the application fee upon submission of a PDF file containing the following:

- a. a certificate from their school stating that they are part of the top 10 percent of their graduating batch
- b. a certificate of indigency from their barangay, and
- c. a letter written and signed by their parents explaining their financial situation.

Payment Options:

Have a PDF copy of the verified payment or transaction slip. You will need this during the application process.

Please NOTE that you are NOT REQUIRED to upload in the application portal a copy of the official receipt which you may ask for via *admissions@ateneo.edu*. **A PDF copy of the verified payment or transaction slip is enough.**

PAYBIZ ONLINE PAYMENT FACILITY QR CODE

Please refer to this link: <https://admu.paybiz.ph/redirect/PNX5J5G0> if you do not have a QR code scanner on your cell phones. This URL can be accessed on PCs, tablets, and other devices.

Fill out all the required fields marked with an asterisk. Put 000 for Student ID/Applicant No. field.



BPI Online

First, enroll your bills

1. Log in to BPI Online (<https://online.bpi.com.ph>).
2. Go to Other Services > Recipients > Manage Recipients.
3. Click "Add New Recipient" in the upper left portion.
4. Select Type of Recipients then choose Billers.
5. Choose "ATeneo MISCELLANEOUS UNITS | AMISCU" as biller.
6. Input 100253000 in the Reference Number field.
7. Confirm correctness of details.
8. Wait for the One-Time-Pin (OTP) that will be sent to your nominated mobile number.
9. Confirm OTP.

10. Wait for the Biller Confirmation in your nominated email address.

Then, pay.

1. Log in to BPI Online (<https://online.bpi.com.ph>)
2. Go to Payments/Load > Pay Bills.
3. Choose account **100253000**.
4. Indicate **P600** as AMOUNT to be paid if the applicant is studying in the Philippines, or **P2500** if applicant is studying abroad.
5. Select “**AMISCU**” in your list of Billers.
6. Confirm correctness of details.
7. Put in “**Notes**” the **name of the student applicant**.
8. Wait for the One-Time-Pin (OTP) that will be sent to your nominated mobile number.
9. Confirm OTP.
10. Wait for the “Bills Payment Confirmation to AMISCU” in your nominated email address, and save a PDF copy of the email.

BPI – OVER-THE-COUNTER (OTC)

1. Go to the nearest Bank of the Philippine Island (BPI) Branch.
2. Go to the BPI Express Assist Machine.
3. Select “Bills Payment”.
4. Select “Other Merchants” to pay for Ateneo de Manila University.
5. Enter **100253000** as the reference number.
6. Choose the preferred mode of payment (cash/check).
Note: For check payment, please write down the following details at the back of the check: Student's Complete Name, Student's ID number, Contact numbers
7. Enter **P600** as AMOUNT to be paid if the applicant is studying in the Philippines, or **P2500** if the applicant is studying abroad.
8. Encoded transaction details will be displayed. If correct, tap NEXT. If not, click CANCEL.
9. For a single transaction, select NO. For multiple transactions, select YES.
10. The Queue Number will be displayed and printed.
11. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.

12. The bank teller will ask for the name of the Merchant you wish to pay. Simply state **Ateneo Miscellaneous Units** or **AMISCU** and the **name of the student applicant** to which the receipt will be issued to proceed with the application fee payment.
13. Hand over the payment to the teller and receive the validated deposit slip as proof of payment. **Make sure that it bears the correct spelling of the student's name.**
14. Keep the validated copy of the payment slip. You will need to upload this in the application portal.

METROBANK–OVER–THE-COUNTER (OTC)

1. Go to the nearest Metrobank Trust Co. (MBTC) Branch.
2. Get a copy of Metrobank's "Payment Slip" and accomplish the required information/details:
 - a. Company Name: **Ateneo De Manila Miscellaneous** (Note: **Utility Code - 650**)
 - b. Subscriber Name: **Name of Student Applicant**
(Follow this format: Last Name, First Name, e.g., Dela Cruz, Juan)
 - c. Reference No.: **Ateneo Application Fee**
 - d. Subscriber No.: **100253000**
 - e. Mode of Payment: Cash, or Check, or Debit account
Note: For check payment, please write down the following details at the back of the check: Student's Complete Name, Student's ID number, Contact numbers
 - f. Amount of payment: **P600** (if the applicant is studying in the Philippines), **P2,500** (if the applicant is studying abroad)
NOTE: Slips are to be accomplished in duplicate copies.
1st copy- Bank copy
2nd copy- Client's copy
3. Present payment slips to MBTC tellers together with cash/check.
4. Receive and check the validated payment slip. Make sure that it bears the correct spelling of the name of the applicant. Check and verify the copy received:
 - a. if it is validated, and
 - b. if the copy was the one accomplished & presented to the Bank teller
5. Keep the validated copy of the payment slip. You will need to upload this in the application portal.