



ATENEIO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

8 July 2024

TO	Incoming First Year Students, School Year 2024-2025
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 2024-2025

For School Year 2024-2025, incoming first year students 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 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 Monday, 15 July 2024 through this link: <https://go.ateneo.edu/IB-AP-Credits-SY2024-2025>

Note: Only students using their @student.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 Office of the University 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.

<https://www.ateneo.edu/document/memorandum/2024/07/08/application-credit-college-boards-advanced-placement-ap>

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