



ATENEIO DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

12 October 2024

TO	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) Examinations for the Second Semester of SY 2024-2025

First year students who were not able to apply for the crediting of their College Board's Advanced Placement (AP) or International Baccalaureate Diploma Programme (IB DP) Exams during the First Semester, SY 2024-2025 may do so in time for the Second Semester, SY 2024-2025 early enlistment period (11-16 November 2024).

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 Wednesday, 30 October 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 Ateneo Office of the University Registrar. For AP, the student must upload a copy of his/her Student Score Report and Order Summary to the Google form.

Upon receipt of your official copy of results/transcript of grades for AP or IB, the Office of the University Registrar will verify your scores, 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 with the subject line: Application for Credits for AP/IB Examinations.

Thank you very much.

<https://www.ateneo.edu/document/memorandum/2024/10/12/application-credit-college-boards-advanced-placement-ap>

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