



ATENEUM DE MANILA UNIVERSITY

UNIVERSITY REGISTRAR

12 April 2025

TO : Graduate Students of the Gokongwei
Brothers School of Education and Learning Design, School of
Humanities, John Gokongwei School of Management, School of
Science and Engineering and Dr Rosita G. Leong School of Social
Sciences

CC : Department Chairs, Program Directors,
Graduate Program Coordinators, and Academic Advisers

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

(Sgd) Anne Lan K. Candelaria, PhD
Assistant Vice President for Graduate Education

SUBJECT : **DEADLINE FOR REQUESTS FOR REINSTATEMENT
AND/OR EXTENSION FOR INTERSESSION AND FIRST SEMESTER OF
SCHOOL YEAR 2025-2026**

This is to remind students who are seeking **Reinstatement and/or Extension** that the **deadline for submission of requests is** only until **Wednesday, 30 April 2025** for the Intersession SY 2025-2026 registration and **Monday, 30 June 2025** for the First Semester SY 2025-2026 registration, as indicated in the [SY 2025-2026 Academic Calendar](#).

Kindly take note of the Academic Regulations stated in the [Graduate Student Handbook](#).

Graduate Student Handbook 2024 Edition

Part II, Section 2.10. Time Limit in Ateneo de Manila

- Section 2.10.1. Residency (p.51)
- Section 2.10.2. Leave of Absence (p. 52)
- Section 2.10.3. Reinstatement (p. 52-53)
- Section 2.10.4. Extension (p. 53)

Graduate students are expected to initiate the process early and ensure all requirements are complete.

Kindly note that Reinstatement and/or Extension is not automatic and is subject to the evaluation and approval of the appropriate offices.

The procedure for Reinstatement and/or Extension is found [here](#).

Please refer to this [table](#) for the counting of your residency.

<https://www.ateneo.edu/document/memorandum/2025/04/12/deadline-reinstatement-andor-extension-requests-intersession-first>

cc: Dr Maria Luz C. Vilches, Vice President for Higher Education
Fr Johnny C. Go, SJ, Dean, Gokongwei Brothers School of Education and Learning Design
Dr Patricia P. Lambino, Assistant Dean of the School of Humanities
Dr Roberto Martin N. Galang, Dean, John Gokongwei School of Management
Dr Raphael A. Guerrero, Dean, School of Science and Engineering
Dr Czarina A. Saloma-Akpedonu, Dean, Dr Rosita G. Leong School of Social Sciences