



ATENEO DE MANILA UNIVERSITY
UNIVERSITY REGISTRAR

4 October 2023

TO First Year Students, 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 Second Semester of SY 2023-2024**

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 2023-2024 may do so in time for the Second Semester, SY 2023-2024 registration period.

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, November 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 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.

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
Fr Francis D. Alvarez SJ, Officer-in-Charge, Gokongwei Brothers School of Education and Learning Design
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