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 his/her Grade 11 or Grade 12 ID, or alternatively, his/her enrollment or registration form for Grade 12.

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

1. financially incapable of paying the application fee
2. one of the top 10 students of the graduating class based on the most recent school rankings

are exempted from paying the application fee upon submission of a certification from the school.

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.ls@ateneo.edu. **A PDF copy/screenshot 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 <u>000</u> for Student ID/Applicant No. field.

Upload the emailed payment confirmation as shown below. It should include the name of the applicant.

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 Billers.

6. Input **100253000** in the Reference Number field.

7. Confirm correctness of details.

8. Wait for the One-Time-Pin (OTP) to your nominated mobile number.

9. Confirm OTP.

10. Wait for theBiller 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 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) 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 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, Contactnumbers*

7. Enter P600 as AMOUNT to be paid if applicant is studying in the Philippines, or P2500 if applicant is studying abroad.

8. Encoded transaction details will be displayed. If correct, tap NEXT. If not, click CANCEL.

9. If single transaction, select NO. For multiple transactions, select YES.

10. 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. 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 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 this during the application process.

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 applicant is studying in the Philippines), P2,500 (if 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 this during the application process.