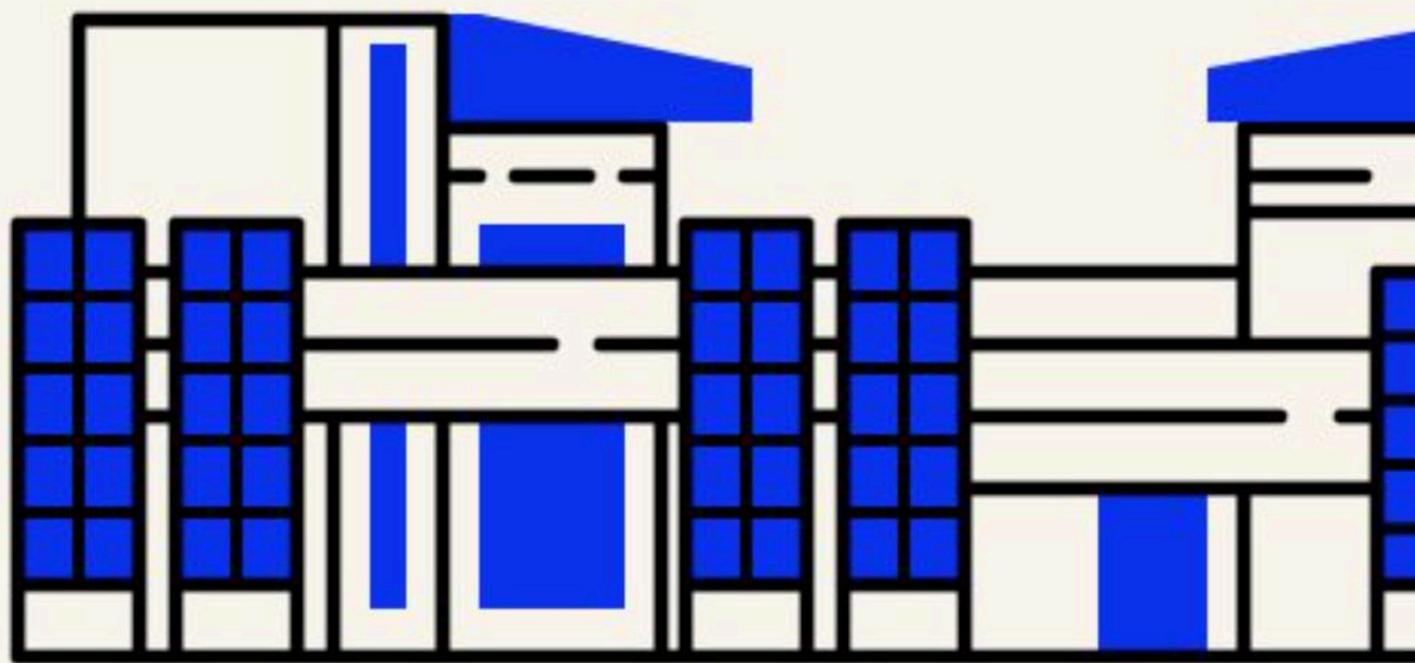


# Financial Aid Scholarship

## Application Primer





# Procedures

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## STEP 1 Secure your Ateneo Application Number (AAN)

- You may only accomplish the Financial Aid Scholarship Application Form once you have secured your Ateneo Application Number (AAN). Your AAN may be seen online on the Edusuite portal.

## STEP 2 Prepare all the Documentary Requirements

- See the next page for the list of all documentary requirements that must be uploaded to the designated fields of the Scholarship Application Form.

## STEP 3 Accomplish the Scholarship Application Form & Submit the Scholarship Recommendation Form

- The Scholarship Application Form may be accessed and accomplished online through JotForm. The applicant and their parent/s must work together to accomplish the Form.

Visit this link to access the Scholarship Application Form:

**For 1st Year Applicants** - <https://go.ateneo.edu/scholarship-apply-1st-year>

**For Transferee Applicants** - <https://go.ateneo.edu/scholarship-apply-transfer>

- Each applicant must submit **two (2) Scholarship Recommendation Forms** from their teacher/guidance counselor. The applicant must send the link below to their chosen recommender: <https://go.ateneo.edu/scholarship-recommendation>

## DEADLINE & REMINDER

Both the Scholarship Application Form and the Scholarship Recommendation Form must be submitted through JotForm on or before **Wednesday, 15 October 2025**. Late or incomplete submissions will **NOT** be processed.

**IMPORTANT** If you need financial assistance, do not wait for the decision on your admission application before you apply for a scholarship.

## STEP 5 Release of Results

- The decision on the applicant's scholarship application will be released with the result of the application for admission. The Office of Admission and Aid will email the result of your applications to the primary email address that you declared on your application forms.
- Decisions are tentatively set to be released in May 2026.



# Required Documents

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**Parent's Personal Letter** - the letter must answer the ff questions:

- What is the background (where are you from, how many people reside in your household, what do the parents do for work, are there any child/ren working, etc.) of your family? Please provide a complete overview of your family.
- What is your family's financial status (what are your family's source/s of income, how much are you earning, who is providing financial support to the scholar, what are your expenses, do you have savings?, etc.)?
- Why are you applying for the Financial Aid Scholarship?

**Father's and Mother's Employment Documents**

Certificate of Employment and Compensation

2024 Annual Income Tax Return or Certificate of Compensation Payment/  
Tax Withheld

Pay Slips for the last 2 months prior to the submission of the Form

**If parent/s is/are SELF-EMPLOYED or OWN A BUSINESS/MSME**

- Submit a 1.) Detailed description of the nature of work or business & photo of the business establishment, 2.) Income and Expense Financial Statement, and 3.) 2024 Annual Income Tax Return. Please indicate in the Parent's Personal Letter if exempted from filing an ITR or the reason for non-filing.

**If parent/s is/are OVERSEAS FILIPINO WORKERS (OFW)**

- Submit a Contract of Employment and pay slips for the last 2 months which has been translated in English and indicates their monthly/annual salary

**If parent/s is/are UNEMPLOYED**

- Submit an Indigency Certificate or a Certificate of Unemployment from the Barangay, if possible. If you cannot provide these documents, please provide an explanation behind the parent/s' unemployment in the Parent's Letter.

**If parent/s is/are RETIRED/RETRENCHED within the last three (3) years**

- Submit a Certificate of Retirement or Separation with the amount of retirement/separation benefits received from the company and from Pag-ibig, SSS, and/or GSIS

**Single, Unmarried Sibling's Employment Document** - Submit their Certificate of Employment and Compensation which includes bonuses, commissions, and/or

allowance/s. If the sibling is Self-Employed or owns a business or is an OFW, please submit the same requirements we require from the parents, as stated above.



# Required Documents

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- Copy of Electric Bill for the last 2 months
- Copy of parents' Credit Card Billing Statements for the last 2 months (if applicable)
- Applicant's 2x2 ID Photo
- Clear Photo of Residence and Kitchen** - FULL VIEW of the front of the whole house, including the house number. If residing in an apartment/condo, please submit a photo of the whole building. The photo of the dirty and main kitchen must include the refrigerator.
- 1-2 Minute Day-Time Video Tour of the Applicant's House
- Photocopy of the applicant's PWD ID and the latest copy of his/her Medical Certificate (if applicable)
- Two (2) Scholarship Recommendation Forms** from the applicant's teacher and/or guidance counselor. The applicant must send this link to their chosen recommenders: <https://go.ateneo.edu/scholarship-recommendation>. Do not forget to provide your recommenders with your complete name and AAN.

# ? Frequently Asked Questions (FAQS)

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## 1 Is the Financial Aid Scholarship the only Scholarship that Ateneo offers?

- Of course not! Check the Ateneo website to see the other scholarships we offer. Although, do take note that the Financial Aid Scholarship is the only type of scholarship you may apply to.

## 2 Should I wait for the result of my Admission Application before applying for the Financial Aid Scholarship?

- No. You may apply for the Financial Aid Scholarship as soon as you have your Ateneo Application Number (AAN).

## 3 What are your criteria for awarding a Financial Aid Scholarship to an applicant?

- Financial Aid Scholarships are awarded on the basis of financial need, consistent academic performance, intellectual ability, and potential for greater service.

## 4 Is it hard being a scholar in Ateneo?

- Admittedly, even if there are higher expectations on Ateneo scholars, they are fully supported by the entire Ateneo community, specifically the Office of Admission and Aid (OAA). We also have Ateneo Gabay and the Scholars Sectoral Board who provide services that help in the academic and psychosocial adjustment of scholars.

## 5 I still have questions and clarifications about the different scholarships offered by Ateneo and the application procedure. Who can I talk to?

- If you have questions or concerns, please visit the Ateneo website or email [scholarships@ateneo.edu](mailto:scholarships@ateneo.edu). You may also visit the Office of Admission and Aid's Virtual Office through Zoom. Student assistants will be present on the dates and times stated below.
  - October 1 to 4, 9AM to 12NN
  - October 6 to 11, 9AM to 5PM except for Saturday because the Office will only be open from 9AM to 12NN
- Here are the Zoom Meeting details for the OAA Virtual Office:
  - Meeting ID: 840 0755 1422
  - Meeting Passcode: ADMUScho
  - Meeting Link: <https://tinyurl.com/OAAVirtualOfficeforSchoApps>