



# ATENEO DE MANILA UNIVERSITY

## UNIVERSITY REGISTRAR

20 October 2025

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**TO** First Year Students, School Year 2025-2026

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

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**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 2025-2026

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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 2025-2026 may do so in time for the Second Semester, SY 2025-2026 early enlistment period (12-15 November 2025).

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 efficient processing of your application for credit, 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 **Saturday, 15 November 2025**, through this link: <https://go.ateneo.edu/APIB-Credits-SY25-26>. This will ensure that your request is evaluated promptly and that any adjustments affecting your course load or prerequisites are reflected in your record in time for registration.

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.

The College Board and the IB will transmit the official electronic copy of AP and IB results/ transcript of grades directly to the ADMU Office of the University Registrar **only upon the student's request**. Once

received, the Office of the University Registrar will evaluate your application for credits. If approved, your Individual Programs of Study (IPS) will be adjusted accordingly. You will receive a notification once the process has been completed.

For questions/concerns, please email us at [registrar@ateneo.edu](mailto:registrar@ateneo.edu), cc [registrar.classsscheduling.ls@ateneo.edu](mailto:registrar.classsscheduling.ls@ateneo.edu).

Thank you very much.

<https://www.ateneo.edu/memorandum/university/2025/application-credit-college-boards-advanced-placement-ap-international>

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