



# ATENEIO DE MANILA UNIVERSITY

## UNIVERSITY REGISTRAR

20 October 2025

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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

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

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

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

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This is to remind students who are seeking **Reinstatement and/or Extension** that the **deadline for submission of requests is** only until **Saturday, 15 November 2025** for the Second Semester of 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. Only applications with complete requirements will be processed.

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/memorandum/2025/deadline-reinstatement-andor-extension-requests-second-semester-school-year-2025>

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 Rhodora F. Nicdao, OIC, Gokongwei Brothers School of Education and Learning Design  
Dr Patricia P. Lambino, Dean, School of Humanities  
Dr Roberto Martin N. Galang, Dean, John Gokongwei School of Management  
Dr Raphael A. Guerrero, Dean, School of Science and Engineering  
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