

Undergraduate Level Registration: International Exchange Students

First Semester SY 2019 – 2020

ONLINE ENLISTMENT

1

August 7, 2019 (Friday)
Batch 1: 10:00 AM-12:00 NN
Batch 2: 2:00-4:00 PM
Free-for-All: 4:15-11:59 PM

REMINDERS

- Check your AISIS account daily for any hold orders that may block you from enlisting during your assigned time.
- Have a back-up schedule.
- After confirming your enlistment, make sure to save and send via email your assessment form to the International Exchange Student Coordinator (rfabros@ateneo.edu) to signify completion of the enlistment process.
- No changes will be allowed after submission.

MANUAL REGISTRATION

2

August 12, 2019 (Monday)
 8 AM - 12NN, 1-4PM
August 13, 2019 (Tuesday)
 8 AM – 12 NN
WAITING AREA AND ENLISTMENT VENUE
 Office of International Relations (Faber 304)

- Make sure you have contingency schedules in case the classes you would like to enroll in have already closed.
- Make sure you save your assessment form and send it via email to the International Exchange Student Coordinator (rfabros@ateneo.edu) to signify completion of the enlistment process before leaving the venue.

ID APPLICATION/VALIDATION

3

Aug 8-9, 12-16, 20, 22-23 (Weekdays)
 9AM-12NN, 1-4PM
Aug 10, 17, 24 (Saturdays)
 9AM-12NN
VENUE:
Aug 8-17 - Rizal Mini Theater, Faber Hall
Aug 20-24 - G310, Gonzaga Hall, 3rd Floor)

- All students are required to apply for a new ID for SY 2019-2020.
- Students who will have their new ID picture taken will have to comply with the Dress Code.
- Persons with disability may directly proceed to the Office for Student Services (Xavier Hall, 1st floor) for their ID application or validation.
- Tuition Receipt is NOT needed for ID application or validation.
- NO PROXIES ALLOWED for ANY ID related matters.
- Strict ID wearing starts on **August 27, 2019**.