




UNDERGRADUATE LEVEL: INTERNATIONAL EXCHANGE STUDENTS

REGISTRATION PROCEDURES

SECOND SEMESTER SY 2018-2019

<h3>AISIS ONLINE ENLISTMENT</h3> <p>1</p> <p>January 10, 2019 Thursday</p> <p>Batch 1: 9:30 AM - 12:00 NN Batch 2: 1:30 PM - 4: 00 PM</p> 	<h3>REMINDERS</h3> <ul style="list-style-type: none"> • 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 (jcervantes@ateneo.edu) to signify completion of the enlistment process. • No changes will be allowed after submission.
<h3>MANUAL REGISTRATION</h3> <p>2</p> <p>Jan 16 (Wednesday) 8AM-12NN; 1-4PM Jan 17 (Thursday) 8AM-12NN</p> <p>WAITING AREA AND ENLISTMENT VENUE Faber Hall 309</p> 	<ul style="list-style-type: none"> • 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 (jcervantes@ateneo.edu) to signify completion of the enlistment process before leaving the venue.
<h3>ID APPLICATION/VALIDATION</h3> <p>3</p> <p>Jan 15-18; 25 (Weekdays) 9AM-12NN; 1-4PM Jan 19 & 26 (Saturday) 8AM-12NN</p> <p>Venue: Exhibit Hall (G310, Gonzaga Hall, 3rd Floor)</p> 	<ul style="list-style-type: none"> • All students are required to apply for a new ID for SY 2018-2019. Those enrolled during the Intercession and/or First Semester need only to validate their ID. • 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 January 28, 2018.