



**Undergraduate Level Registration: International Exchange Students
Second Semester SY 2019 – 2020**

ONLINE ENLISTMENT

1

January 14 (Tuesday)

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 (kroxas@ateneo.edu) to signify completion of the enlistment process.
- No changes will be allowed after submission.

MANUAL REGISTRATION

2

January 20 (Monday)

8 AM - 12NN, 1-4PM

January 21 (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 (kroxas@ateneo.edu) to signify completion of the enlistment process before leaving the venue.

ID APPLICATION/VALIDATION

3

Jan 15-17, 20-24, 27-28 (Weekdays)

9AM-12NN, 1-4PM

Jan 18 (Saturday)

9AM-12NN

VENUE:

Rizal Mini Theater, Faber Hall

- 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 29, 2020.