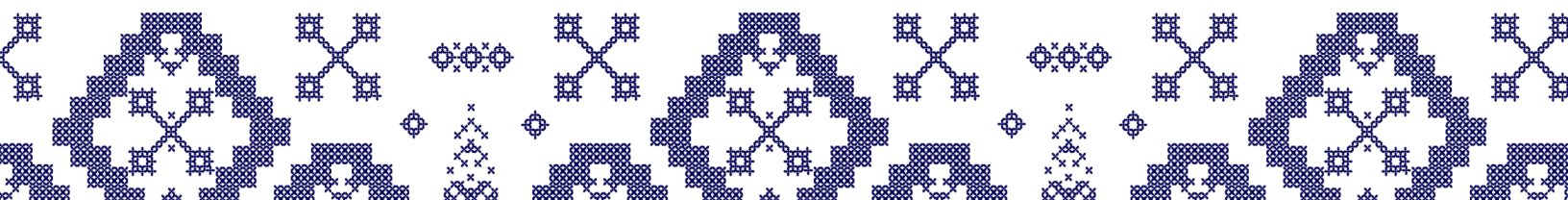




ATENEO
DE DAVAO UNIVERSITY



Office of Admission and Aid
2025 Admission and Scholarship Portfolio





ENROLLMENT

ADMISSION REQUIREMENTS FOR FIRST YEAR APPLICANTS

Please **submit the original and one photocopy** for each requirement.

1. PSA-authenticated Birth Certificate
2. Grade 12 Senior High School (SHS) Report Card
3. Good Moral Certificate
4. Laboratory Test Results (from any medical clinic/hospital/diagnostic center)
 - CBC (Complete Blood Count) [*1 month validity*]
 - Urinalysis [*1 month validity*]
 - Chest X-Ray [*6 months validity*]
 - Medical Clearance from your Physician (optional; for special cases only)

ONSITE ENROLLMENT FLOW

Upon arrival at the Enrollment Hub (3/F CCFC Building) you will receive an **Enrollment Process Form (EPF)**.

PROCEDURE	REQUIRED DOCUMENTS	REMARKS
Online Registration for Enrollment	<ul style="list-style-type: none">• PSA-authenticated Birth Certificate• SHS Report Card• Good Moral Certificate• Laboratory Test Results	You need to upload soft copies of these documents to the enrollment portal.
Validation of Documents	<ul style="list-style-type: none">• PSA-authenticated Birth Certificate• SHS Report Card• Good Moral Certificate	Secure a photocopy of each document and submit it onsite.



ATENEO DE DAVAO UNIVERSITY

In Consortium with Xavier University and Ateneo de Zamboanga University

Office of Admission and Aid

	<ul style="list-style-type: none"> Laboratory Test Results 	
Interview	<ul style="list-style-type: none"> QEAC Results SHS Report Card Photocopy 	
RFID Photo Taking and Signature	<ul style="list-style-type: none"> Enrollment Process Form 	Kindly wear appropriate clothing for your ID photo.
Physical Examination	<ul style="list-style-type: none"> Laboratory Tests Results CBC and Urinalysis (1 month valid) Chest Xray (6 months valid) 	Medical clearance should be issued by the University Clinic.
Payment	<ul style="list-style-type: none"> Enrollment Process Form 	<p>You may pay onsite or online, with online payments processed in 2-3 banking days.</p> <p>Keep the bank-issued receipt or a screenshot with the reference number for online payments. Requesting an Ateneo Official Receipt from the Finance Office is optional.</p>
Creation of ADDU Account	<ul style="list-style-type: none"> None 	<p>After payment, you will automatically be tagged as enrolled. Check your email for your username and password, then log in to sis.addu.edu.ph.</p>



SCHOLARSHIP

SCHOLARSHIP REQUIREMENTS FOR FIRST YEAR APPLICANTS

- **Grant-in-Aid**

- Coverage: Php 10,000 to 100% tuition & fee

Application period: May 5, 2025 – May 31, 2025

- **Working Scholar**

- Coverage: 100% tuition and fees
- Counterpart: render service with minimum of four hours a day
- Courses covered:
AB Communication, AB Development Studies, AB Economics, AB English, AB Interdisciplinary Studies, AB International Studies, AB Philosophy, AB Political Science, AB Psychology, AB Sociology, BS Math, BS Business and Management, BS Entrepreneurship, BS Marketing, BS Human Resource and Development Management, BS Finance, BS Management Accounting, BS Public Management.

Application period: May 5, 2025 – May 31, 2025

- **Jubilee Scholarship Fund**

- Coverage:
 - For valedictorian/Top 1: 100% tuition only
 - For salutatorian/Top 2: 50% tuition only

Application period: May 5, 2025 – May 17, 2025 (4:00 PM)

To **apply for scholarship**, here are the following requirements:

1. Proof of Financial Capacity

- For Employed: Form 2316
- For Self-employed: BIR Form 1701
- For Unemployed: Certificate of Low Income/Affidavit of No Income



2. Academic Credentials
 - Complete grades from Senior High School
3. 500-word essay
4. Photos of Residence - front view of house and kitchen, duly certified by Brgy. Chairman
5. Certificate of Good Moral Character*
6. School Recommendation
 - For SHS: Prefect of Discipline or Guidance Counselor or Class Adviser
 - For Current Students/Transferees: Office of Student Affairs or Guidance Counselor
7. School Certificate (For Jubilee Scholarship Fund)*
8. Part of Indigenous Community - Recommendation Letter from Ms. Perpy Tio of the Mindanawon Office (email: pctio@addu.edu.ph)



DATES TO REMEMBER

Activity		Dates
Enrollment	General Enrollment	April 28, 2025
Scholarship Application	Grant-in-aid	May 5, 2025 – May 31, 2025
	Jubilee Scholarship Fund	
	Working Scholarship Program	May 5, 2025 – May 17, 2025
Ateneo First Year Onboarding Program	School of Arts and Sciences	June 30, 2025 – July 1, 2025
	School of Engineering and Architecture	
	School of Business and Governance	July 3, 2025 – July 4, 2025
	School of Education	
	School of Nursing	
Start of Classes		July 14, 2025



CONTACT INFORMATION

For specific inquiries, kindly reach out to the following offices involved in the enrollment process:

Purpose	Email Address	Local Number (221-2411)
Admissions	admissions@addu.edu.ph	8335
Scholarship	scholarship@addu.edu.ph	8303
Finance	tertiary.finance@addu.edu.ph	8787
Registrar	registrar@addu.edu.ph	8233/8251
Technical Concerns	mis@addu.edu.ph	8511
Foreign Students	international@addu.edu.ph	8424
College Wellness	guidance@addu.edu.ph	8307
Student Affairs	univ.studentaffairs@addu.edu.ph	8305
Clinic/Medical	collegeclinic@addu.edu.ph	8337

OFFICE HOURS

Monday - Friday: 8:00 AM to 5:00 PM
Saturdays: 8:00 AM to 12:00 NN

ENROLLMENT HUB/VENUE

3/F, Community Center of the First Companions (CCFC) Building, Ateneo de Davao University, Roxas Avenue