

ONLINE PROCEDURE FOR REINSTATEMENT AND/OR EXTENSION REQUESTS

IMPORTANT: Except in specific instances, communication between all concerned parties shall always be coursed through University-issued (i.e., official) email accounts. Accordingly, requests from students must be submitted using their *@student.ateneo.edu* accounts. University offices and personnel shall also make use of their *@ateneo.edu* accounts. Communication relayed via any other email account will not be processed.

Students are reminded that the use of their @student.ateneo.edu account comes with certain obligations, including, among others: (a) not to permit any other person to use the account for any purpose whatsoever, and (b) to use all necessary precautions to protect the account from unauthorized access (e.g., keeping the password thereto strictly confidential).

1. Student determines if s/he is eligible to request for Reinstatement and/or Extension based on the academic regulations stated in the [Graduate Student Handbook](#). Please refer to following sections:

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)

2. Student prepares a [Plan of Study/Timeline of Activities/Progress Report](#).

The Plan of Study should be approved by the Department Chair/Program Director.

For those in the Thesis/Dissertation/Capstone stage, a Progress Report and Timeline of Activities should be approved by the student's Adviser and Department Chair/Program Director. Uploading this report is required in order to proceed with the process.

A duly signed Plan of Study/Timeline of Activities/Progress Report **signifies the department's approval of the student's request.**

3. Once the Plan of Study/Timeline of Activities/Progress Report has been approved by the department, the student accomplishes the [Google Form](#) to lodge request for Reinstatement and/or Extension.

If the request is disapproved, the student contacts the Office of the University Registrar (OUR) to process clearance for withdrawal from the Ateneo de Manila University.

4. The OUR verifies the student's eligibility and relays the assessment to AVP-GradEd.

If not eligible, OUR informs the student to process clearance for withdrawal from the Ateneo de Manila University.

5. The AVP-GradEd conveys the final decision to the student and provides instructions for payment of the Reinstatement and/or Extension fee, cc the following:
 - a. Department Chair/Program Coordinator
 - b. Adviser/s, if applicable
 - c. OUR

If disapproved, the student should contact the OUR to process clearance for withdrawal from the Ateneo de Manila University.

6. A student whose request is approved must:
 - a. Download AVP-GradEd's letter
 - b. Conform with the conditions stated by signing the letter
 - c. Pay the Reinstatement and/or Extension fee
 - d. Upload the PDF copy of the signed letter together with a copy of the bank transaction slip in this [Google form](#)
7. The OUR updates the student's status and clears the student for enrollment in the next term.