



ATENEUM DE MANILA UNIVERSITY

OFFICE OF INTERNATIONAL RELATIONS

International Exchange Students Arrival Guide 2019-2020: For ON-CAMPUS and OFF-CAMPUS STUDENTS

Mabuhay!

We are pleased to welcome you this coming School Year 2019-2020. To facilitate your arrival at the Ateneo de Manila University, please follow the steps below.

STEP 1: Make sure you submit by email the following to the Inbound Coordinator, Mr. Jayson Cervantes (jcervantes@ateneo.edu) ON or BEFORE the given deadline: **First Semester – July 5, 2019; Second Semester – December 6, 2019**

- **Scanned AIRLINE e-Ticket**
- **Housing Accommodation Form**
- **Online Taxi Arrival Confirmation Slip (OPTIONAL)**

STEP 2: TAXI Reservation System - Online Booking (OPTIONAL)

Reservations may be done online. Please refer to instructions from below:

As per NISSAN, their Marked Sentra GX will no longer be available for reservation. Student can choose the following vehicle when they are reserving online:

Unmarked Sentra GX

Unmarked Innova (depending on the availability, and advisable for 3-4 passengers)

Fare amount to be paid by cash upon arrival will be around P1,125.00 from Manila Airport to Katipunan Avenue Quezon City area.

Note: Fare amount may have minimal change especially if the destination is not in Katipunan area (Ateneo area). Rates are subject to change without prior notice.

1. Visit www.nissanrentacar.com
2. Click on "Make a Reservation Online".
3. Fill up the required booking details. For multiple reservations, you may click on "MULTIPLE/GROUP RESERVATION" at the bottom of the page.
4. After submitting your booking, a summary of your booking will be sent to your e-mail for your review. Please review your booking then click on the link provided in the e-mail message to continue with your booking.
5. We will then give you the rate through the system which you will receive through your e-mail.
6. If the rate and its terms and conditions are acceptable to you, please proceed with your booking by uploading the fully accomplished and approved LOA (sample attached), or you may click "Cancel" should you not wish to proceed with your booking.
7. We will then review your booking based on the attached LOA then confirm/cancel your booking. If you clicked "Cancel", your booking will automatically go to "Cancelled" transactions in our system.
8. You will receive through your e-mail a confirmation (with Confirmation Number) if we confirmed your booking or Cancellation Notice (with reason for cancellation) if we cancelled your booking.



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9. For Intercity (Drop-off/Pick-up) & Airport Transfer (Departure) Service, driver and vehicle details will be forwarded to your e-mail 1-2 hours before the pick-up time or upon dispatch of the vehicle.
10. You may change/cancel your booking by clicking on "Change Booking Details" or "Cancel Booking" on our home page (www.nissanrentacar.com).

Please feel free to call us at 8869931 for any clarifications/concerns. Our office hours are 0700H-2100H Mondays – Fridays, 0800H-1700H Saturdays, Sundays & Holidays.

Upon arrival, proceed to the **NISSAN TAXI RENTAL COUNTER** at the airport (see maps pages 5-6). Present to the NISSAN counter your **online confirmation slip**. Also, present any valid proof of identity (i.e. valid ID, passport, etc.).

STEP 3A: For ON-CAMPUS STUDENTS

Your **Airline e-ticket** and **Online Taxi Arrival Confirmation Slip** will serve as the official reservation reference for the on-campus university dormitory. The Coordinator for Inbound Exchange Students will reserve you a room at the university dormitory.

***Note:** The university dormitory only accepts students who shall stay for at least one semester. Transients will not be accommodated.*

After exiting the airport arrival area (NAIA Terminal 1 or 2 or 3), go to the NISSAN Taxi counter and present your confirmation slip. The driver will take you to the Ateneo Dormitory.

University Dormitory / International Residence Hall (IRH)

Ateneo de Manila University
Loyola Heights 1108
Quezon City, Philippines
(632) 426 6001 local 5801 // IRH number to follow

Upon arrival at the **University Dormitory**, please present any ID as proof of identity (e.g. passport, school ID, etc.). The housing staff will ask you to fill out some important documents for billing concerns and other related matters.



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Below is the standard rate fare of the university dormitory,

University Dormitory		
PhP 50,500.00*	Per semester	4-person (quad sharing). Shared toilet and bath, non-air conditioning
International Residence Hall (NEW)		
PhP 90,500.00*	Per semester	2-person (twin sharing). Bigger space, with private toilet and bath, with air-conditioning

**Note: Fees may change without prior notice*

STEP 3B: For OFF-CAMPUS STUDENTS (who need assistance for the first week in Manila)

Your **Airline e-ticket** and **Online Taxi Arrival Confirmation Slip** will serve as the official reservation reference for off-campus housing. Make sure that you submitted your **Housing Accommodation Form** together with the other SET TWO requirements. The Coordinator for Inbound Exchange Students will reserve you a room at the following suggested accommodations if you request for assistance. **Please wait for the email confirmation from the OIR regarding your assigned housing reservation.**

After exiting the airport arrival area (Terminal 1 or 2 or 3), go to the NISSAN Taxi counter and present your confirmation slip. The Nissan Taxi driver will take you to the determined temporary off-campus housing arranged by the OIR for you. You will receive an email regarding your temporary off-campus accommodation after you submit your Housing Accommodation Form. *So please reserve your online taxi arrival reservation once you receive the booking confirmation of your temporary accommodation from the OIR.* Below please find the complete addresses and maps of **PhilDHRR Partnership Center, My Place** and **ISO**, for your clear reference.

PhilDHRR PARTNERSHIP CENTER

59 C. Salvador Street, Varsity Hills
Loyola Heights, Quezon City
1108 Metro Manila, Philippines
(632) 426 6737 local 101
<http://partnershipcenter.webnode.com/>
Daily single room rate (Php 1,000)*

PhilDHRR Partnership Center

(*Note: Fees may change without prior notice)

Php 600.00*	Per day	- Dormitory type (can accommodate 3 to 7 persons)
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MAP TO PHILDHRR





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My Place Residence Hall

22 F. De La Rosa Loyola Heights
Katipunan Quezon City
(+632) 426-73-35, (+632) 426-73-35
www.myplace.com.ph
Email: christie_d@myplace.ph
Daily double room hotel rate (Php 2,000)*

Institute of Social Order (ISO) Facilities

Walter Hogan Conference Center &
Benigno Mayo Hall (ISO Office Building)
<http://www.wix.com/isofacilities/isofacilities>
Daily room rate (with air condition unit) – per
person (Php 750)*
Daily room rate (w/out air condition unit) –
per person (Php 450)*

Upon arrival at the assigned temporary off-campus housing, please present any valid proof of identity (i.e. valid ID, passport, etc.). The housing staff will ask you to fill up some important documents for billing concerns and other related matters. The staff will lead you to your designated room.

IMPORTANT NOTE: The Office of International Relations will send you a PRE-ARRIVAL email one week before the arrival dates to give you necessary instructions and guidelines and also to confirm your temporary housing accommodation address.

Enjoy your stay and have a good rest.

We look forward to seeing you at the Ateneo!

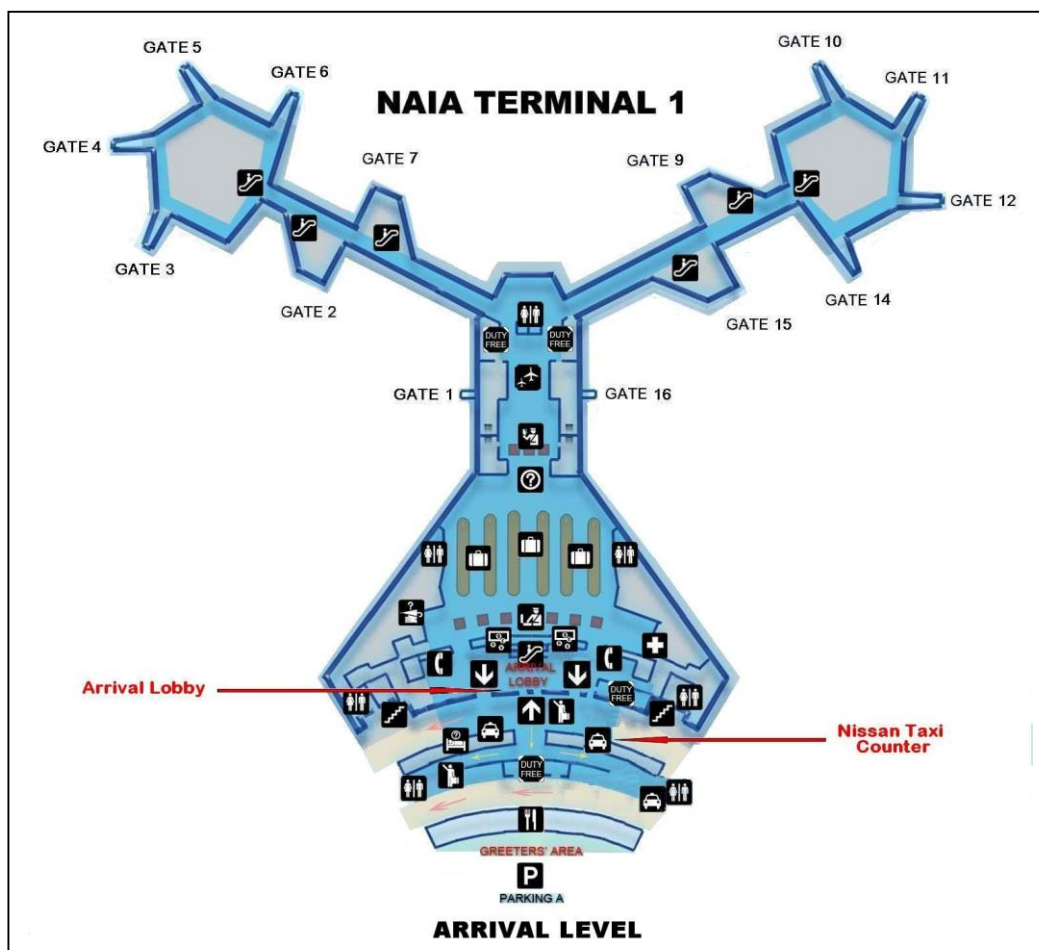


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MAP TO NISSAN TAXI RENTAL - NAIA TERMINAL 1

Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 1

After passing through the Immigration counter just go out of the main arrival lobby and turn left and go straight to Nissan counter.



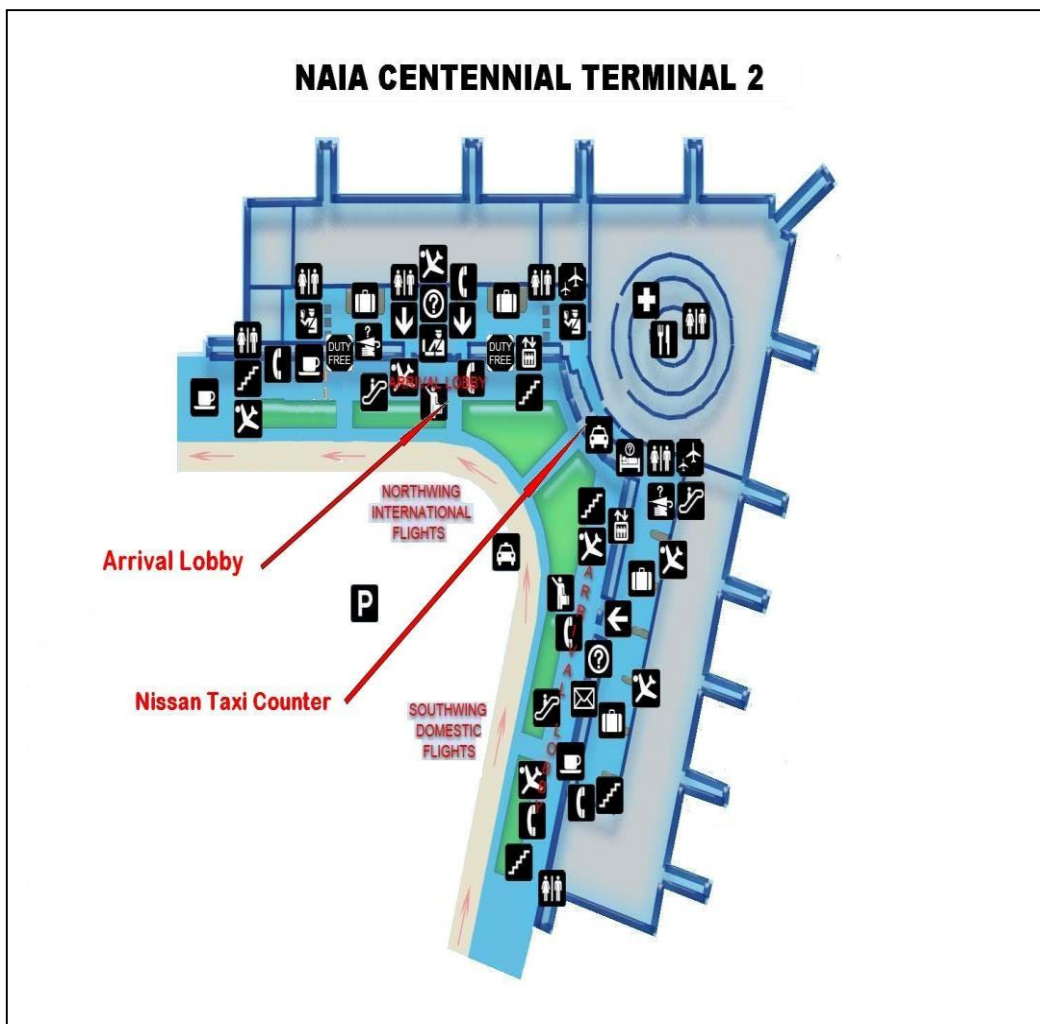


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MAP TO NISSAN TAXI RENTAL - NAIA TERMINAL 2

Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 2

After passing through the immigration counter just go out of the main arrival lobby and turn left and go straight to Nissan counter.





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MAP TO NISSAN TAXI RENTAL - NAIA TERMINAL 3

Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 3

After passing through the immigration counter, exit the main arrival lobby and proceed to the NISSAN Counter located near Bays 3 and 4.

