



ARELLANO UNIVERSITY
SCHOOL OF LAW



March 13, 2024

Dear Alumni Chiefs,

SUBJECT: AUSL-JD Conferment Ceremonies - Guidelines

Thank you for submitting your information to our email/Google drive. We have noted your interest to join our **JURIS DOCTOR CONFERMENT CEREMONY**.

We are pleased to inform you that our **JURIS DOCTOR CONFERMENT CEREMONY** will be held on **June 6, 2024 (Thursday)** at **Manila Hotel Tent City, Ermita, Manila**.

Please find the event instructions for your guide and compliance:

EVENT TITLE	ARELLANO UNIVERSITY SCHOOL OF LAW JURIS DOCTOR CONFERMENT CEREMONY
DATE AND TIME	June 6, 2024 (Thursday) Registration opens at 3:00 PM. Program starts at 6:00 PM
VENUE	Manila Hotel Tent City, Ermita Manila Note: The Manila Hotel entrance is fronting Katigbak Parkway of the Rizal Park.
ADMISSION	Batch 2018 and prior graduates who registered to attend.
ATTIRE	Formal

<p>FEES AND CHARGES</p>	<p>All graduates should pay Ten Thousand Pesos (P10,000.00) on or before April 15, 2024.</p> <p>Fee breakdown are as follows: Conferment fee - P6,000.00; Alumni Fee - P4,000.00</p> <p>Inclusions:</p> <table border="1" data-bbox="521 554 1344 751"> <thead> <tr> <th>DURING THE EVENT</th> <th>TO BE NOTIFIED</th> </tr> </thead> <tbody> <tr> <td>Alumni ID</td> <td>Diploma and School</td> </tr> <tr> <td>Invitation and Program</td> <td>Documents</td> </tr> <tr> <td>Sash</td> <td></td> </tr> <tr> <td>Dinner</td> <td></td> </tr> </tbody> </table>	DURING THE EVENT	TO BE NOTIFIED	Alumni ID	Diploma and School	Invitation and Program	Documents	Sash		Dinner	
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<p>PAYMENT OPTIONS</p>	<p>Graduates have the option to pay the abovementioned fee through any of the following modes:</p> <p>A. Arellano University School of Law Campus - Bursar's Office</p> <p>B. Over-the-counter deposit at any BANCO DE ORO branch: Fill-out cash/check transaction slip and deposit to: Account Name: ARELLANO LAW FOUNDATION INC. Account No.: 0045 8000 3872</p> <p>C. Online bank transfer: Name of Bank: BANCO DE ORO UNIBANK Account Name: ARELLANO LAW FOUNDATION INC. Account No.: 0045 8000 3872</p> <p>D. Online Transfer through GCASH Name of Bank: BANCO DE ORO UNIBANK Account Name: ARELLANO LAW FOUNDATION INC. Account No.: 0045 8000 3872</p>										

	<p style="text-align: center;">Please NOTE for B, C, and D</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="527 277 948 514"> For payment through bank (over-the-counter deposit), kindly send us the copy/picture of the validated deposit slip by email to--. </td> <td data-bbox="948 277 1425 514" rowspan="3" style="text-align: center; vertical-align: top;"> jphorlina@arellanolaw.edu or accounting@arellanolaw.edu </td> </tr> <tr> <td data-bbox="527 514 948 672"> For online bank transfer, kindly send us the bank transfer confirmation by email to-- </td> </tr> <tr> <td data-bbox="527 672 948 867"> For GCASH payment, please furnish us with the screen shot with reference number from GCASH by email to-- </td> </tr> </table> <p style="text-align: center;">In all these emails:</p> <p style="text-align: center;">Please use your AUSL STUDENT NAME and STUDENT NUMBER/ GRADUATION BATCH as the email SUBJECT and include the following details:</p> <ol style="list-style-type: none"> 1.) Date/Time of on-line transfer; 2.) bank where funds came from; 3.) the last three (3) digits of the account number where the transfer came from; and 4.) Purpose: JD Conferment fee <p style="text-align: center;">An acknowledgement email will be sent back to you upon verification of your payment.</p> <p>The OFFICIAL RECEIPTS can be claimed at the Bursar's Office whenever you are available.</p>	For payment through bank (over-the-counter deposit), kindly send us the copy/picture of the validated deposit slip by email to--.	jphorlina@arellanolaw.edu or accounting@arellanolaw.edu	For online bank transfer , kindly send us the bank transfer confirmation by email to--	For GCASH payment , please furnish us with the screen shot with reference number from GCASH by email to--
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REGISTRATION	<p>Please present a valid ID at the venue registration area. Registration opens at 3 p.m.</p> <p>We encourage everyone to register early to avoid queuing and inconvenience.</p>				

SEATING	<p>Seats are organized by batch, with the eldest located closest to the stage and so forth.</p> <p>a. Each participant is assigned his/her seat. b. Changing of seats is not allowed. c. Attendees who registered after the deadline may be assigned to different seats. d. Designated seats are arranged per table number according to batch.</p>
PROGRAM	<p>The program will start at 6 pm.</p> <p>All doors will be closed once the program has started.</p> <p>To preserve the solemnity of the event, the organizers may delay entry for attendees who will arrive late. Ushers/Usherette will also ensure that assistance is extended to everyone.</p> <p>Dinner shall be served at your tables.</p>
PARKING	<p>There are available parking slots at The Manila Hotel. You may search google map for information.</p>

It will be an honor to share the occasion with you as we shift our legal achievement to the more competitive Juris Doctor degree.

Should you have further questions, you may visit the Alumni Affairs Office and/or the Office of the Registrar or contact them at (02) 84043089 to 93.

Hail to the Chiefs!

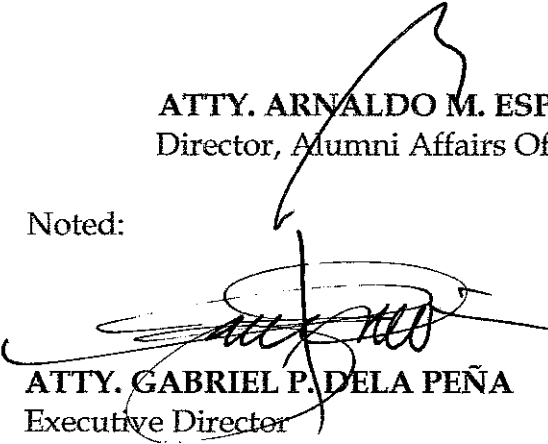
Very truly yours,

ATTY. ARNALDO M. ESPINAS
Director, Alumni Affairs Office

Approved:


ATTY. DOMINGO M. NAVARRO
Dean
Arellano University School of Law

Noted:


ATTY. GABRIEL P. DELA PEÑA
Executive Director
Arellano Law Foundation