

Application Requirements

New transfer applicants should submit the following requirements:

- 1) copy of transcript of records (TOR) or true copy of grades (TCG) from each college/school attended, for evaluation purposes;¹
- 2) accomplished UP Form 3.1 (for foreign applicants) or UP Form 3 (for local applicants). These forms are downloadable from <http://www.our.upd.edu.ph/forms.html>;
- 3) two passport size photos;
- 4) non-refundable fee of PhP100 for Filipino, PhP150 for resident foreign applicants or USD30 for non-resident applicants;²
- 5) TOEFL Official Score Report (a score of at least 500 if paper-based, or at least 173 if computer-based or at least 61 if Internet-based) to be submitted if the medium of instruction is not English in the school/university previously attended by the applicant [1126th BOR Meeting: 26 November 1998, amended by 1296th BOR Meeting Approval: 27 February 2014].

Application deadline for foreign applicants: 2nd week of February

Application deadline for local transferees: Last working day of April

TRANSFER APPLICANTS ARE ACCEPTED IN THE FIRST SEMESTER ONLY

If qualified, submit the following for the issuance of a University Admission Slip:

- 1) official transcript of records from all schools attended;
- 2) TOEFL Official Score Report (if medium of instruction from previous school is not English);
- 3) honorable dismissal (for local transferees only);
- 4) study permit from the International Students Program (for foreign student);
- 5) NSO Birth Certificate (for local transferees only).

¹The TCG is to only satisfy initial application evaluation requirements but later on, a TOR shall be required to formalize and make valid the application, evaluation, and as the case maybe, the admission of the students.

²all fees may be subject to change upon BOR approval