



29 May 2015

OUR MEMORANDUM MRC NO.15-05

TO : ALL COLLEGE GRADUATE COORDINATORS

FROM :  MARILYN R. CANTA, Ph.D.
University Registrar

RE : PROCESSING OF UNIVERSITY ADMISSION SLIPS (UAS) OF NEW GRADUATE STUDENTS

Please submit to the OUR the list of new graduate students admitted for the term, with the following attachments:

LOCAL STUDENTS	FOREIGN STUDENTS
1. College Admission Slip	1. College Admission Slip
2. Official Transcript of Records (OTR)	2. Official Transcript of Records (OTR)
3. Student Directory (two copies)	3. Student Directory (two copies)
4. Two (2) passport size photos	4. Two (2) passport size photos
5. Program of Study	5. Program of Study
6. Medical Certificate	6. Medical Certificate
7. Photocopy of NSO Birth Certificate ¹	7. Photocopy of Birth Certificate or passport ¹
8. If married female, NSO Marriage Certificate ¹	8. If married female, Marriage Certificate ¹
	9. Study Permit issued by ISP ²
	10. If the medium of instruction in the school attended is not English, an Official TOEFL ³ and/ or IELTS ⁴ score report must be submitted.

¹ Original must be presented and the photocopy to be submitted must be signed as proof of authentication.

² ISP – International Students Program located at Vinzon’s Hall G/F

³ A score of 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based exam.

⁴ A score of at least 5.5

The college should submit to the OUR the credentials used for evaluating the student. The OTR, however, should be submitted within the semester. The OUR will then prepare the UAS with Student Number and temporary password to be used by the student to access the CRS. The same documents will be returned to you in time for the registration period.

Please strictly observe the following schedules for the Issuance of UAS.

MBA/FINANCE (Virata School of Business)	First Trim 2015-16 1st week of July	Second Trim 2015-16 1st week of December	Third Trim 2015-16 1st week of March
SPRING ASIA PROGRAM (School of Urban & Regional Planning)	First Sem 2015-16 1st week of July	Second Sem 2015-16 1st week of December	Midyear 2015-16 1st week of May
OTHER GRADUATE PROGRAMS	First Sem 2015-16 1st week of July	Second Sem 2015-16 1st week of December	Midyear 2015-16 1st week of May

As in previous semesters, we hope you can make registration procedures as systematic & efficient as possible. If necessary, you may wish to adjust your schedule of entrance examinations, interviews and other required screening procedures.

Thank you very much for your continued support and cooperation.