



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

T.M. Kalaw St. corner Quirino St., U.P. Diliman, Q.C. 1101 ■ P.O. Box 161, U.P. Diliman, Q.C. 1101
Direct Line 927-6084 ■ U.P. Diliman Trunk Line No. 981-8500

16 May 2017

OUR MEMORANDUM MRC NO.17-10

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 semester, with the following attachments:

LOCAL STUDENTS	FOREIGN STUDENTS
1. College Admission Slip	1. College Admission Slip
2. Student Directory (two copies)	2. Student Directory (two copies)
3. Honorable Dismissal/Certificate of Transfer Credentials	3. Official Transcript of Records (OTR) with degree and date of graduation authenticated by Embassy /Dept. of Education
4. Official Transcript of Records including certified copy of transcripts prior to last school/university attended.	4. Two (2) passport size photos
5. Two (2) passport size photos	5. Program of Study
6. Program of Study	6. Medical Certificate from Univ. Health Service
7. Medical Certificate from Univ. Health Service	7. Original & Photocopy of Birth Certificate & passport
8. Original PSA Birth Certificate	8. If married female, Marriage Certificate
9. If married female, Original PSA Marriage Certificate	9. Study Permit issued by OILD ¹
10. Permit to transfer if within Diliman Colleges	11. If the medium of instruction in the school attended is not English, an Official TOEFL ² and/ or IELTS ³ score report must be submitted.

¹ OILD – Office of International Linkages Diliman located at Rm. 102, Diliman Interactive Learning Center (DILC) Bldg, Apacible corner Magsaysay St, UP Diliman, QC

² 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.

³ A score of at least 5.5

