



UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar

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07 May 2018

OUR Memorandum No. MTTP 2018-08

To: All Graduate Program Coordinators

Through: The Deans

From: 
MA. THERESA T. PAYONGAYONG, PhD
University Registrar

Subject: **Processing of University Admission Slips (UAS) of New Graduate Students**

Please submit to the Office of the University Registrar 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. Transcript of Records used for evaluation certified by the college
4. Transcript of Records used for evaluation certified by the college	4. Official Transcript of Records (OTR) with degree and date of graduation authenticated by Embassy /Dept. of Education
5. Official Transcript of Records (OTR) including certified copy of transcripts prior to last school/university attended with remarks "Copy for UP Diliman"	5. Two (2) passport size photos
6. Two (2) passport size photos	6. Program of Study (original copy)
7. Program of Study (original copy)	7. Medical Certificate from University Health Service (original copy)
8. Medical Certificate from University Health Service (original copy)	8. Birth Certificate and passport (photocopy & original copy to be presented)
9. Birth Certificate from Philippine Statistical Authority /Report of birth from Philippine Statistical Authority if Filipino born abroad (original copy)	9. If married female, Marriage Certificate (photocopy and original to be presented)
10. If married, Marriage Certificate from Philippine Statistical Authority (original)	10. Study Permit issued by OILD ¹

