GUIDELINES ON THE ONLINE SUBMISSION OF REQUIREMENTS FOR THE ISSUANCE OF UNIVERSITY ADMISSION SLIP (UAS) AND PROCESS OF RETURN FROM LOA FOR MIDYEAR 2020

These guidelines will be followed starting June 1 until the end of Midyear 2020 registration. Please note that incomplete requirements will not be processed.

Steps students for admission/readmission need to follow:

1. **Prepare the following required documents**

   Readmission from AWOL
   - Screenshot/soft copy of the **proof of payment** of AWOL fee and soft copy of the filled-out **Payment Slip** (click here to view the instructions on how to pay and to download the Payment Slip)
   - Soft copy of your **certificate of compliance** from the UP Diliman Health Service if AWOL for more than 1 semester (click here to view the detailed instructions)
   - Scanned copy of your filled-out **Student Directory** with photo (you may download here)

   New Graduate Student (Doctoral, Masters, Diploma and Non-degree graduate)
   - Scanned copy of your filled-out **Student Directory** with photo (you may download here)
   - Soft copy of your **certificate of compliance** from the UP Diliman Health Service (click here to view the detailed instructions)
   - Scanned copy of your **Plan of study** (for Doctoral, Masters and Diploma students)
   - Scanned copy of your **PSA Birth Certificate**
   - Scanned copy of your **PSA Marriage Certificate** (if married)
   - Scanned copy of your **Honorable Dismissal/Transfer credential** – if from other school/university
   - Scanned copy of your **Transcript of records** used for evaluation duly signed by the College SRE/College Secretary
   - Scanned copy of your **Permit to Transfer** (if previously enrolled in another graduate program within Diliman)

   Change program within college (S1)
   - Scanned copy of your filled-out **Student Directory** with photo (you may download here)

   Change program within Diliman (S2)
   - Scanned copy of your filled-out **Student Directory** with photo (you may download here)
   - Scanned/soft copy of your **True copy of grades** used for evaluation duly signed by your college
   - Scanned copy of your **Permit to transfer**

   Return from LOA
   - Scanned copy of your **Accomplished Return from LOA Form** (you may download here)
   - Scanned copy of your filled-out **Student Directory** with photo (you may download here)
   - Soft copy of your **certificate of compliance** from the UP Diliman Health Service if returning from LOA for more than 1 semester or if the reason for filing the LOA was due to health/medical reasons regardless of the number of semesters (click here to view the detailed instructions)

2. **Send scanned/soft copy of the required documents to your college.**
3. **Your college will then evaluate your submitted documents and upon verification that your submission is in order, you will be notified by the college of your admission/readmission.**
4. **Your college then sends a soft/scanned copy of your college admission slip and your other requirements to Office of University Registrar (OUR), Admissions and Registration Division (ARD).**

5.OUR ARD will send a scanned copy of your University Admission Slip (UAS) and a copy of your temporary CRS account (for new students) back to your college.

6. Your college will notify you about the status of your admission/readmission. Please make sure that you have indicated your active email address correctly in your Student Directory.

NOTE: ACCEPTANCE TO A PROGRAM IS PROVISIONAL SUBJECT TO VERIFICATION AND SUBMISSION OF ORIGINAL COPIES OF THE REQUIREMENTS (including your Official Transcript of Records with remarks "Copy for UP Diliman" in a sealed envelope)

For inquiries, you may email *admission.our@upd.edu.ph*