

GUIDELINES ON THE ONLINE SUBMISSION OF REQUIREMENTS FOR THE ISSUANCE OF UNIVERSITY ADMISSION SLIP (UAS) AND PROCESS OF RETURN FROM LOA FOR FIRST SEMESTER 2021-2022

These guidelines will be followed starting JULY 20 until the end of First Semester registration.

Please note that incomplete requirements will not be processed.

Steps students for admission/readmission need to follow:

1. Prepare the following required documents

A. New Graduate Student (Doctoral, Masters, Diploma, CPE 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)
- If medium of instruction is not English–Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- Study permit from OIL (foreign)

To submit within the semester

- Official Transcript of Records (OTR) with remarks “Copy for UP Diliman” – in a sealed envelope
- PSA Birth Certificate/PSA Marriage Certificate (if married) –original copy
- Honorable Dismissal/Transfer Credential – original copy

B. New Juris Doctor Student (College of Law)

- 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 **PSA Birth Certificate**
- Scanned copy of your **PSA Marriage Certificate** (if married)
- Scanned copy of your Honorable Dismissal/Certificate of Transfer Credential (if from other schools)
- If foreign – Study Permit from OILD
- If medium of instruction is not English–Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- UTR / OTR (used for evaluation-signed the college secretary/SRE (c/o college)
- Certificate of Eligibility (c/o OUR)

To submit within the semester

- Official Transcript of Records (OTR) with remarks “Copy for UP Diliman” – in a sealed envelope
- PSA Birth Certificate/PSA Marriage Certificate (if married)– original copy
- Honorable Dismissal/Transfer Credential – original copy

C. 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](#))

D. Change program within college (S1)

- Scanned copy of your filled-out **Student Directory** with photo (you may download [here](#))

E. 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**

F. Change program from Certificate to Bachelor program (ladderized programs)

- Scanned copy of your filled-out **Student Directory** with photo (you may download [here](#))

G. Transferees from Other UP Constituent Units (T1)

- 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 PSA Birth Certificate
- Scanned copy of your PSA Marriage Certificate (if married)
- Scanned copy of your Permit to Transfer
- Scanned copy of True copy of grades used for evaluation duly signed by the College SRE/College Secretary – c/o the accepting college
- Study permit from OIL (foreign)

To submit within the semester

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope
- PSA Birth Certificate and PSA Marriage certificate (if married)–original copy

H. Transferees from Other Schools/Universities (T2)

- 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 PSA Birth Certificate
- Scanned copy of your PSA Marriage Certificate (if married)
- Scanned copy of your Honorable Dismissal/Certificate of Transfer Credential
- True copy of grades/Transcript of Records used for evaluation (c/o OUR)
- If medium of instruction is not English—Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- Study permit from OIL (foreign)

To submit within the semester

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope
- PSA Birth Certificate and PSA Marriage Certificate (if married) – original copy
- Honorable Dismissal/Transfer Credential – original copy

I. New Freshmen and New Transferees (from other schools/ from another constituent UP Units)

Associate in Arts Program and VAAS

- 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 PSA Birth Certificate
- Scanned copy of your PSA Marriage Certificate (if married)
- If medium of instruction is not English—Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- Study permit from OIL (foreign)

Additional requirements if you are a NEW TRANSFER STUDENT:

- Scanned copy of your Honorable Dismissal/Transfer credential (if from other school)
- Scanned copy of your Permit to Transfer (if previously enrolled in other UP Unit/other UPD Colleges)
- Scanned copy of your Transcript of Records used for evaluation duly signed by the College SRE/College Secretary – c/o college

To submit in a sealed envelope within the semester

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope
- PSA Birth certificate and PSA Marriage Certificate (if married) – original copy
- Honorable Dismissal/Transfer Credential – original copy

Additional requirements if you are a NEW FRESHMAN STUDENT:

- Scanned copy of your High School Card (F138) - 1st and 2nd semester of Grade 12/Alternative Learning System Certificate if ALS passer
- Scanned copy of your Certificate of Graduation or Certified copy of Senior High School Diploma

To submit within the semester

- Official High School Transcript (F137 Grades 7-12) with remarks "Copy for UP Diliman", with date of graduation and Learner Reference Number (LRN) - in a sealed envelope
- F138 (Semester 1 and 2) – original copy
- PSA Birth Certificate- original copy

J. 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 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

FOR NEW FRESHMEN AUTOMATIC ADMISSION AND NEW FRESHMEN ISKOLAR NG BAYAN

Please follow the instructions below:

1. Prepare the following required documents

New Freshmen (AUTOMATIC ADMISSION)

- Acceptance letter
- Scanned copy of your filled-out **Student Directory** with photo (you may download [here](#))
- Official High School Transcript
- Soft copy of your **certificate of compliance** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- Scanned copy of your **PSA Birth Certificate**
- Report of birth from PSA (if Filipino born abroad/Identification Certificate from Bureau of Immigration and Philippine passport)
- Birth Certificate (for non-Filipino students)
- Study permit from OIL Diliman (for foreign students)
- Student visa (for foreign students)

New Freshmen (ISKOLAR NG BAYAN PROGRAM)

- Scanned copy of your Acceptance letter from OVCSA (Office of Scholarship)
- Scanned copy of your filled-out **Student Directory** with photo (you may download [here](#))
- Scanned copy of your Form 138 (Grade 12 HS card - 1st and 2nd semester)
- Soft copy of your **certificate of compliance** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- Scanned copy of your PSA Birth Certificate
- Report of birth from PSA (if Filipino born abroad/Identification Certificate from Bureau of Immigration and Philippine passport)
- Scanned copy of your Certificate of Graduation or Certified copy of Senior High School Diploma

To submit within the semester

- Form 137 (Grade 7-12 HS Transcript) or Senior High School Transcript (Grade 11-12) w/ Junior High School Transcript (Grade 7-10) certified copy w/ remarks "Copy for UP Diliman", w/ date of graduation and Learner Reference Number (LRN)
- Form 138 (semester 1 and 2)- original copy
- PSA Birth Certificate –original copy)

2. Upload the soft/scanned copy of the required documents [here](#).

3. The Admission Section (AS) will then evaluate your submitted documents and upon verification that your submission is in order, you will be notified by AS of your admission or the reason of non-admission.

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