

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

These guidelines will be followed until the end of the registration period.

Please note that incomplete requirements will not be processed.

Steps for admission/readmission:

1. Prepare the following required documents

A. New Graduate Student (Doctoral, Masters, Diploma, CPE and Non-degree graduate

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Plan of study** (for Doctoral, Masters and Diploma students)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **Original Copy of Honorable Dismissal/Transfer credential** – if from other school/university
- **Transcript of records** used for evaluation duly signed by the College SRE/College Secretary
- **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

B. New Juris Doctor Student (College of Law)

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **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

C. Readmission from AWOL

- **Proof of payment** of AWOL fee
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- Filled-out **Student Directory** with photo (you may download [here](#))

D. Change program within college (S1)

- Filled-out **Student Directory** with photo (you may download [here](#))

E. Change program within Diliman (S2)

- Filled-out **Student Directory** with photo (you may download [here](#))
- **True copy of grades (TCG)** used for evaluation duly signed by your college
- **Permit to transfer**

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

- Filled-out **Student Directory** with photo (you may download [here](#))

G. Transferees from Other UP Constituent Units (T1)

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **Permit to Transfer**
- **True Copy of Grades (TCG)** used for evaluation duly signed by the College SRE/College Secretary – c/o the accepting college
- **Study Permit** from OIL (if foreign student)

To submit within the semester

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope

H. Transferees from Other Schools/Universities (T2)

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **Honorable Dismissal/Certificate of Transfer Credential**
- **True Copy of Grades (TCG)/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 (if foreign student)

To submit within the semester

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope

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

Associate in Arts Program and VAAS

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of 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 (if foreign student)

Additional requirements if you are a NEW TRANSFER STUDENT:

- **Honorable Dismissal/Transfer credential** (if from other school)
- **Permit to Transfer** (if previously enrolled in other UP Unit/other UPD Colleges)
- **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

Additional requirements if you are a NEW FRESHMAN STUDENT:

- **High School Card (F138)** - 1st and 2nd semester of Grade 12/Alternative Learning System Certificate if ALS passer
- **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

J. Return from LOA

- Accomplished Return from LOA Form (you may download [here](#))
- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions) 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

2. **Submit 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 your college admission slip and your other requirements to Office of University Registrar (OUR), Admissions and Registration Division (ARD).**

Note: The submissions of college admission slips and other documents to the OUR, are done in batches.

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

Note: This is also done in batches.

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 arschief.ourdiliman@up.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**
- Filled-out **Student Directory** with photo (you may download [here](#))
- **Official High School Transcript**
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of 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)

- **Acceptance letter** from OVCSA (Office of Scholarship)
- Filled-out **Student Directory** with photo (you may download [here](#))
- **Form 138** (Grade 12 HS card - 1st and 2nd semester)
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Report of birth** from PSA (if Filipino born abroad/Identification Certificate from Bureau of Immigration and Philippine passport)
- **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)

2. Submit the required documents to:

Admissions Section (AS)

Office of the University Registrar (OUR)

University of the Philippines Diliman

T.M. Kalaw St. cor. Quirino St., UP Diliman

3. AS will then evaluate your submitted documents, and upon verification that your submission is in order, you will be issued a University Admission Slip (UAS).

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For additional inquiries, you may email arschief.ourdiliman@up.edu.ph