



UPD Office of the University Registrar

ADMISSION GUIDE

INCOMING NEW FIRST YEAR STUDENTS

Academic Year 2024-2025

Edgardo Carlo L. Vistan II, LLM

Chancellor, UP Diliman

Congratulations for passing the University of the Philippines (UP) College Admission Test!

You are about to become an Iskolar ng Bayan. Since the mission, traditions, and lore of UP are well known, I believe you already have an idea that the slot in UP that you signed up for represents a privilege of subsidized, high quality college education as well as a commitment to contribute to the country's development. You will hear about this countless times, discussed in various ways, from your first day as a UP student until you graduate and earn your degree. I only mention this here to highlight the fact that you have been given something special.

You have an opportunity to learn from accomplished faculty members in a free, creative, and invigorating environment. The University provides this because a great part of our mission, as the national university, is to help students realize their potential and excel in a fast-evolving world. We know that this will not only help you and your family but also the larger community.

We are committed to assisting you in maximizing the special opportunity you have earned by helping you deal with the different challenges of



college life. UP Diliman has student support programs and services that anticipate and respond to your needs throughout your stay in the University. This admission guide and the related services we offer are among them. We have put them in place to make your first interaction with the University—the admission process—a pleasant one. Even before we welcome you on your first day, we already make ourselves available to help you as you transition into the life of an Iskolar ng Bayan. Please know that we want you to succeed, and we will help you achieve your goals.



Rowena Quinto-Bailon, Ph.D.

University Registrar

To the new Isko and Iska Batch 2024!

Congratulations to you and to your family!
You have won the first battle by passing the
UP Admission Test!

Welcome to your new academic home UP
Diliman! I know that entering the University
of the Philippines is a dream come true for most of you. The University
of the Philippines is known as the training ground for future leaders.
It hones men and women in different field from politics, economic, to
cultural.

Someday you will become the leaders of our country but you must hurdle
and win the battle first. You need to know and follow the rules set by the
University and your respective colleges. You must be strong enough to
face the challenges inside and outside the classroom. There will be a lot
of battles, I am sure, but I believe that you will win these battles! Always
remember and learn to prioritize and focus on your academic goal and
future dream: to finish and have a degree! Think about the people who
sacrificed for your free tuition-the taxpayers, and think most especially of
your love ones who have high expectations from you and the University!
The University is here to give you its best, hence, you must also strive and
do your best and make the best of it!



You can make a difference. Be part and take action in making this world a better place. Wherever you are and whenever it might be, always instill in your mind the two values that UP promotes: “honor” and “excellence”. Take note that honor comes first before excellence. Be the light and the salt of the earth! You are the hope and future of the nation!

As new first year, I know that this is a time for adjustments: new environment, new friends and new mentors. Hence, the office of the university registrar (OUR) prepared this Admission Guide to help you in your academic journey. It will help you explore and navigate the different programs, scholarships and amenities that the university has to offer. Use it and learn from it. Should you have other academic questions and concerns, the Office of the University Registrar is open and is willing to provide assistance whenever you need help. I wish you all the best and may you all finish the race triumphantly. Have a fruitful and enjoyable stay in your new academic home!



UPD Office of the University Registrar



Table 1. IMPORTANT DATES

DATE	ACTIVITY
June 3-28, 2024	Pre-enrolment Health Assessment (visit https://our.upd.edu.ph/files/PEHA/PEHA-Guide.pdf)
July 1-12, 2024	Preparation and submission of Admission Requirements (visit https://our.upd.edu.ph/files/upcatrequireddocs.pdf to view the required documents and where to submit)
July 8-18, 2024	Freshman Online Pre-enlistment (visit https://crs.upd.edu.ph/)
July 19, 2024	Pre-enlistment Batch Processing and Results
July 22-26, 2024	Advance Registration of New First Year Students
August 20, 2024	Welcome Assembly and Start of Classes

REGISTER

REGISTRATION PROCEDURE FOR THE FIRST SEMESTER AY 2024-2025

1. Submission of Admission Requirements

- New First Year students will submit the required documents to the Admissions Section, Office of the University Registrar, Diliman.
- Go to <https://bit.ly/RequiredDocs2024> to view the required documents and the instructions on how to submit.

2. Online Pre-enlistment

- On July 08 - 18, 2024, new first year students will login to <https://crs.upd.edu.ph> using their student numbers (without the “-”) as username and their pin as password.
- Once logged in, students will accomplish their student profiles and give their assent to the Data Privacy Notice of UP Diliman.
- Students will choose their desired classes/blocks of classes and schedules using the “Freshman Pre-enlistment” module.

- After choosing their desired classes, students will logout and wait for the results of the pre-enlistment. Result will be viewable after the batch run on July 19, 2024.

3. Online Pre-advising and College briefing

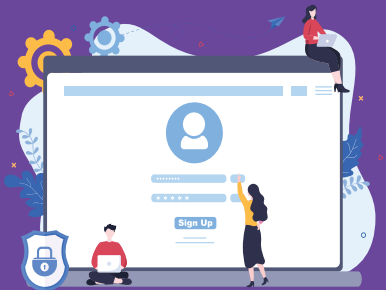
- The schedule of pre-advising and college briefings are presented in Table 2.
- Please expect that your college will contact you on how the pre-advising, and the briefing will be conducted.

4. Online Enlistment

- The schedule of enlistment (New First Year Students Advance Registration) is presented in Table 2.

- Specific instructions, time slots and other relevant information will be emailed to all new first year students.

- This process will be conducted via Zoom. (Go to <https://bit.ly/ZoomFAQs2024> to know more about the Zoom app and how to download it)

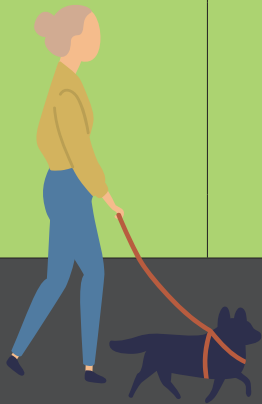


IMPORTANT REGISTRATION DATES TO REMEMBER

Table 2. Schedule of Advance Registration, Briefing and Pre-Advising

COLLEGE/DEGREE PROGRAMS	SCHEDULE OF COLLEGE BRIEFING AND PRE-ADVISING	SCHEDULE OF ONLINE REGISTRATION
College of Science BS Biology BS Molecular Biology & Biotechnology BS Chemistry BS Geology BS Applied Physics BS Physics BS Mathematics	July 19, 2024	July 22, 2024
College of Social Sciences and Philosophy BA Anthropology BA History BA Linguistics BA Political Science BA Sociology		
College of Human Kinetics B Physical Education B Sports Science	July 19, 2024	July 22, 2024

<p>College of Architecture BS Architecture B Landscape Architecture</p>		
<p>College of Mass Communication BA Broadcast Media Arts & Studies BA Communication Research BA Film BA Journalism</p>	<p>July 22, 2024</p>	<p>July 23, 2024</p>
<p>Cesar E.A. Virata School of Business BS Business Administration BS Business Administration and Accountancy</p>		
<p>College of Music B Music</p>		



Asian Institute of Tourism BS Tourism	July 22, 2024	July 23, 2024
National College of Public Administration and Governance B Public Administration		
College of Social Work and Community Development BS Community Development BS Social Work		
College of Engineering BS Civil Engineering BS Geodetic Engineering BS Mechanical Engineering	July 23, 2024	July 24, 2024
School of Statistics BS Statistics		

College of Education B Elementary Education B Secondary Education	July 23, 2024	July 24, 2024
College of Home Economics BS Community Nutrition BS Family Life & Child Development BS Food Technology BS Home Economics BS Hotel, Restaurant & Institution Management BS Interior Design BS Clothing Technology		
College of Engineering BS Computer Engineering BS Electrical Engineering BS Electronics Engineering	July 24, 2024	July 25, 2024

School of Library and Information Studies B Library & Information Science	July 24, 2024	July 25, 2024
College of Social Sciences and Philosophy BS Geography BA Philosophy BA Psychology BS Psychology		
School of Economics BS Business Economics BS Economics		
College of Fine Arts B Fine Arts		
College of Engineering BS Materials Engineering BS Metallurgical Engineering BS Mining Engineering BS Chemical Engineering	July 25, 2024	July 26, 2024

BS Industrial
Engineering
BS Computer Science

**College of Arts and
Letters**

BA (Art Studies)
BA (Comparative
Literature)
BA (Creative Writing)
BA (English Studies)
BA (European
Languages)
BA (Filipino at
Panitikan ng
Pilipinas)
BA (Malikhaing
Pagsulat sa
Filipino)
BA (Philippine
Studies)
BA (Speech
Communication)
BA (Theatre Arts)

July 25, 2024

July 26, 2024



ENROLLMENT INFORMATION



V. NATIONAL SERVICE TRAINING PROGRAM (NSTP)



IV. DEFERMENT OF ENROLLMENT



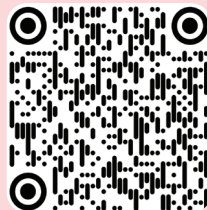
II. VOLUNTARY OPT-OUT OF FREE TUITION



III. VOLUNTARY CONTRIBUTION



I. FREE TUITION



Scan to see full details

ADVANCE PLACEMENT EXAMINATION (APE)

WHAT IS AN ADVANCE PLACEMENT EXAMINATION (APE)?

APE is given before the registration of the First Semester of every academic year to University of the Philippines Diliman first year student qualifiers, which requires Chem 16/Math 21 in their program. APE is OPTIONAL and may be taken by incoming new first year student with sufficient high school background in the covered topics.



I. APE IN CHEM 16 (GENERAL CHEMISTRY I)

An incoming new first year student who completed high school chemistry may take the APE for Chem 16. The student will be given 3 units' credit for Chem 16 upon passing the APE exam.

II. WHAT ARE THE ADVANTAGES OF TAKING AND PASSING THE APE?

A student who passes the APE saves time because he/she does not need to enroll Chem 16/Math 21 during the regular semester.

III. WHEN AND WHERE TO APPLY?

For this academic year, please contact the College of Science for the schedule of Chem 16/16.1 APE and Math 21 APE ([see page 24 for the contact details](#)).

IV. TOPICS COVERED IN CHEM 16 APE

Matter: Properties, Composition & Changes it Undergoes; Quantum Theory & Atomic Structures; Electron Configuration & Chemical Periodicity; Chemical Bonding; Molecular Geometry & Bonding Theories; Stoichiometry, Chemical Equations & Chemical Reactions; Thermochemistry; Liquids, Solids & Phase Changes; Gases; Solutions; Acids and Bases; Changes in the Nucleus

V. TOPICS COVERED IN MATH 21 APE

Elementary Analysis I: Limits and continuity; Derivatives of algebraic and transcendental functions (exponential, logarithmic, trigonometric, hyperbolic, and their inverses); Applications of derivatives; Antiderivatives and definite integrals;

Fundamental Theorem of Calculus; Applications of the definite integral.

MATH 20 VALIDATION EXAM

I. WHAT IS A VALIDATION EXAMINATION?

The Validation Exam for Math 20 (Pre-Calculus) is an examination given to incoming new first year student who have not taken Pre-Calculus from the STEM or equivalent strand of K-12. This examination is OPTIONAL and may be taken by freshies admitted to degree programs requiring Math 21.

II. WHEN AND WHERE TO APPLY?

The Institute of Mathematics will be conducting the Math 20 Validation Examination (please contact Institute of Mathematics) Details of which, will be posted in the Institute of Mathematics website (<https://math.upd.edu.ph>).

III. TOPICS COVERED IN THE MATH 20 VALIDATION EXAM

Precalculus: Functions and their Graphs.

Equations and inequalities; Two dimensional coordinate system, graphs of equations; Conic sections; Functions and their graphs; Trigonometric functions and trigonometric identities; Inverse trigonometric functions; Solutions of triangles; Polar form of complex numbers.

PROFICIENCY EXAMINATION IN PHYSICAL EDUCATION (PEPE)

I. WHAT IS PEPE?

The proficiency examinations (or credit by examination) in PE courses are given to enable students who are already skillful in one (1) or more sports to acquire advance units in PE. Any student who passes a PEPE shall be given credit for the corresponding PE course.

II. WHEN IS IT TAKEN?

Students may take proficiency examinations in one (1) or more courses to meet the PE requirements. The examination is given twice a year, i.e., at the end or before the end of every semester.

For this academic year, the schedule of PEPE is yet to be released by the College of Human Kinetics (CHK).

Students who are interested in taking PEPE, may directly contact CHK.

III. WHAT AREAS ARE COVERED IN PEPE?

Proficiency examinations may be taken in the following areas:

1) Team sports: baseball, basketball, floor ball, futsal, soccer, softball, touch rugby, volleyball;

2) Individual sports: ten-

pin bowling, track and field, weight training;

3) Dual sports: badminton, fencing, table tennis, tennis;

4) Martial Arts: aikido, arnis, judo, karate, taekwondo;

5) Dance: ballet, modern dance, modern jazz, Philippine folk dance, social dance, street dance, tap dance; ballroom dances

6) Aquatics: skin diving, swimming;

7) Fitness: aerobics

8) Theory: PE 1;

9) Alternative activity: sports wall climbing.

SPECIFIC INFORMATION FOR SUCCESSFUL APPLICANTS

B Fine Arts: College of Fine Arts



Bachelor of
Fine Arts Visual
Communication and
Bachelor of Fine Arts
Industrial Design



Bachelor of Fine Arts
Painting and
Sculpture
Bachelor of Fine Arts
Sculpture



Bachelor of Fine Arts
Art History and
Education
Bachelor of Fine Arts
Art Education

B Music : College of Music

1. B. Specific Information for
UPCAT Qualifiers Applying to
Bachelor of Music

1. Theory and Solfege
Examination

15 June 2024, Saturday, 9:00 to
12:00 Noon

Online UPCAT qualifiers are to
call the Office of the College
Secretary (632) 8981-8500 loc.
2627 for an important instruction.

2. Talent Audition

25/26 June 2024, Tuesday/
Wednesday

Abelardo Hall

See the CMu admissions page
[https://music.upd.edu.ph/
Admissions.html](https://music.upd.edu.ph/Admissions.html) for audition
details.

RESULTS: 3 July 2024, Wednesday
Requirements - UPCAT Admission
Notice
Application through the CMu
admissions page [https://music.
upd.edu.ph/Admissions.html](https://music.upd.edu.ph/Admissions.html)



BRIDGE COURSE

I. WHAT IS A BRIDGE COURSE?

The Bridge Course is a preparatory course that needs to be taken by incoming UPCA successful applicants who need to upgrade their skills in English and/or Mathematics.

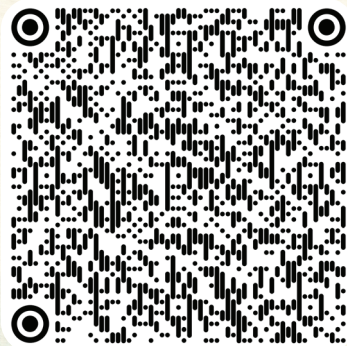
For Mathematics, the bridge course is Math
For English, the bridge course is Eng 1.

II. WHEN IS IT TAKEN?

It is taken during the first semester of the first-year enrollment of the identified students.



Academic Calendar 2024



Scan to see full details



THE ACADEMIC UNITS

ARTS AND LETTERS CLUSTER

Colleges in the Arts and Letters Cluster specialize in various fields in the humanities, each college wholly committed to the task of developing the student's aesthetic and physical capabilities and perfecting his/her craft.

College of Arts and Letters

Pavilion I, Palma Hall, Roxas Ave.
• VoIP: (632) 8 981-8500 loc. 2102, 2104 to 2106 • kal.upd.edu.ph
• kal@upd.edu.ph • cal_dean.updiliman@upd.edu.ph

College of Fine Arts

Bartlett Hall, E. Jacinto St. • (632) 8 981-8732 • VoIP: (632) 8 981-8500 loc. 3976, 3977 • cfa.upd.edu.ph • upcfa.tdt.upd@upd.edu.ph

College of Human Kinetics

Varsity Training Center, Magsaysay Ave. • VoIP: (632) 8 981-8500 loc. 4127; 4130; 4128 • chk.upd.edu.ph • adminofficechk.upd@upd.edu.ph

College of Mass Communication

Plaridel Hall, Ylanan St. • VoIP: (632) 8 981-8500 loc.2679, 2661 • cmcdean.upd@up.edu.ph • cmccocs.upd@up.edu.ph

College of Music

Abelardo Hall, Osmeña Ave.cor. Ylanan St. • VOIP: (632) 8 981-8500 loc. 2627; 2629; 2639; 2640 • music.upd.edu.ph • music.upd@up.edu.ph • musicocs.upd@up.edu.ph

MANAGEMENT AND ECONOMICS CLUSTER

The Management and Economics Cluster focuses on public policy, economics, business and industry, stressing the value of public planning and development.

Asian Institute of Tourism

Commonwealth Ave. • VoIP: (632) 8 981-8500 loc. 2799 • aitdean.upd@up.edu.ph • aitois.upd@up.edu.ph • aitdaa.upd@up.edu.ph • aitgradprog.upd@up.edu.ph

Cesar E.A. Virata School of Business

M. Guerrero St. • (632) 8 928-4571
to 75 • (632) 8 920-7990, VoIP:
(632) 8 981-8500 loc.3451 to 52 •
vsb.upd.edu.ph • cba@up.edu.ph

National College of Public Administration and Governance

Raul P. de Guzman St. • (632) 8
928-3861 • (632) 8 926-1432 • (632)
8 9279085 • VoIP: (632) 8 981-
8500 loc. 4152; 4154 • [ncpag.upd.
edu.ph](mailto:ncpag.upd.edu.ph) • ncpag_dean.upd.edu.ph •
ncpag_cpague.upd.edu.ph

School of Economics

Osmeña Ave. cor. M. Guerrero St.
• (632) 8 927-9686 loc. 200, 202,
203 • (632) 8 920-5463 • [econ.
upd.edu.ph](mailto:econ.upd.edu.ph) • [collegesec@econ.upd.
edu.ph](mailto:collegesec@econ.upd.edu.ph) • dean@econ.upd.edu.ph

School of Labor and Industrial Relations

Bonifacio Hall, E. Jacinto St. •
VoIP: (632) 8 981-8500 loc. 4066,
4077,4075 • solair.upd.edu.ph • [dean.
solair.upd@up.edu.ph](mailto:dean.
solair.upd@up.edu.ph) • [ocs.solair.
upd@up.edu.ph](mailto:ocs.solair.
upd@up.edu.ph) • [gsp.solair.upd@
up.edu.ph](mailto:gsp.solair.upd@
up.edu.ph)

School of Urban and Regional Planning

E. Jacinto St. • VoIP: (632) 8 981-
8500 loc. 4081, 4082, 4084, 8777 •
surp.ogs.upd.edu.ph • [surp.ocs.upd@
up.edu.ph](mailto:surp.ocs.upd@
up.edu.ph) • surp.od.upd@up.edu.ph

Technology Management Center ASTI (Advanced Science and Technology Institute) Bldg.

CP Garcia Ave. • VoIP: (632) 8 981-
8500 loc. 3881, 3882 • [edcruz@
up.edu.ph](mailto:edcruz@
up.edu.ph)

UPD Extension Program in Pampanga

Bldg. N3687, Ramon Magsaysay
Ave. Ext., Clark Freeport Zone,
Pampanga, 2009 Philippines •
(6345) 499-9970 • [epp.upd@up.edu.
ph](mailto:epp.upd@up.edu.
ph)

UPD Extension Program in Olongapo

Subic Bay Freeport Zone, Olongapo
City, Zambales • (6347) 222-5684 •
epo.upd@up.edu.ph

SCIENCE AND TECHNOLOGY CLUSTER

The Science and Technology Cluster is dedicated to the search for scientific truths and applications of advances in various technologies

College of Architecture

UPCA Complex, E. Delos Santos St. • VOIP: (632) 8 981-8500 loc. 3134 to 3136 • upca_admin.upd@up.edu.ph

College of Engineering

Melchor Hall, Osmeña Ave. • VoIP: (632) 8 981-8500 loc. 3101 to 3103 • upengg@coe.upd.edu.ph

College of Home Economics

Alonso Hall, Ma. Regidor St. • VoIP: (632) 8 981-8500 loc. 3401 • chedean.updiliman@up.edu.ph



College of Science

National Science Complex • VoIP: (632) 8 981-8500 loc.3806 • ocs@science.upd.edu.ph

School of Library and Information Studies

UP School of Labor and Industrial Relations, Room 11, Bonofacio Hall, Magsaysay Ave. cor. RP de Guzman (current temporary location) • VoIP: (632) 8 981-8500 loc. 2870 • upslis.info@studywithus.colsec.slis.updiliman@up.edu.ph

School of Statistics

Quirino Ave. cor T.M. Kalaw St. • VoIP: (632) 8 981-8500 loc 3503 • stat.upd.edu.ph • statdean.upd@up.edu.ph • statinfo.upd@up.edu.ph • facebook.com/UPDStat

UP School of Archaeology

Albert Hall, E. Jacinto cor. Lakandula Sts. • (632) 8 6439939 • VoIP: (632) 8 981-8500 loc. 2446 • archaeology.upd@up.edu.ph



SOCIAL SCIENCES AND LAW CLUSTER

The Social Sciences and Law Cluster promotes public interest and emphasizes the strength and importance of social discipline, awareness and involvement.

Asian Center

GT-Toyota Asian Cultural Center,
Magsaysay Ave. cor. Katipunan Ave.
• VoIP: (632) 8 981-8500 loc. 3577,
3578, 3580, 3586 • ac.upd.edu.ph •
asiancenter@up.edu.ph

College of Education

Benitez Hall, Roxas Ave. •
fax:(632) 8 929-9322 • VoIP: (632)
8 981-8500 loc. 2807 • educ.upd.

edu.ph • educdean.updiliman@up.edu.ph • educosec.updiliman@up.edu.ph

College of Law

Malcolm Hall, Osmeña Ave. • (632)
8 920-5514 (trunkline) local 102,103
• law.upd.edu.ph • uplawdean.upd@up.edu.ph • ocs_law.upd@up.edu.ph

College of Social Sciences and Philosophy

Palma Hall, Roxas Ave. • VoIP: (632)
8 981-8500 loc. 2429 • kssp.upd.edu.ph • csspdekano.upd@up.edu.ph

College of Social Work and Community Development

Magsaysay Ave. • VoIP:(632) 8
981-8500 loc. 4105 • cswcdocs.upd@up.edu.ph • cswcdsro.upd@up.edu.ph

Institute of Islamic Studies

Romulo Hall, Magsaysay Ave. cor. E.
Ma. Guerrero St. • (632) 8 929-8286 •
VoIP: (632) 8 981- 8500 loc. 3582 to
3585 • iis.upd.edu.ph • iis@up.edu.ph



About UP Diliman



UP Diliman has 26 degree granting units with 275 academic programs in the clusters of the Arts and Letters, Management and Economics, Science and Technology and Social Sciences and Law. Of these programs, 70 are in the undergraduate level, 17 minor programs, 105 in the master's, 1 in Juris Doctor, 1 in BAMA and 55 in the doctoral level. UPD also offers 24 pre- and post-baccalaureate certificates and diplomas.

In the first semester of Academic Year 2023-2024, UP Diliman had 27,266 students, in which 17, 333 were undergraduates, 8,159 were pursuing master's and doctoral degrees, and 1,281 were pursuing the Juris Doctor degree. As of August 24, 2023, the UP Diliman had a faculty complement of 2, 966, comprising 322 Full Professors, 287 Associate Professors, 713 Assistant Professors and 265 Instructors, alongside 1, 118 Lecturers, 63 Professor Emeriti, 20 Adjunct Professors, 9 Affiliate Faculty, 11 Professorial Fellow, and 14 Visiting Professors.

It has a land area of 493 hectares which houses the academic units, the residential and dormitory areas, the resource-generation zones, and a protected forest area, among others.



About OUR

The Office of the University Registrar (OUR) is a vital arm of UP Diliman. Its specific role is to provide accurate, validated, authenticated information, documentation, advice and critical support and other services related to academic programs and degree requirements. It is a main player during enrollment, and is a keeper of permanent academic records and other credentials for a variety of student concerns. As official recorder, it serves as Secretariat in the different administration committees like the Executive Committee, Curriculum

Committee, Committee on Student Progress, Admission and Graduation, and in University Council (UC) meetings. It is also the Steering Committee of the University Council Committees.

The OUR, as a repository of student records, is both a data source and resource for researchers. It is under the Office of the Vice Chancellor for Academic Affairs. It has three sections: Administrative, University Council Secretariat, and Academic Information System; and two divisions: Admissions and Registration, and Student Records.

The OUR is along T.M. Kalaw Street corner Quirino Street, UP Diliman, Quezon City. It is open Mondays through Fridays from 8 a.m. to 5 p.m.

EMAIL AND CONTACT NUMBERS

UNIVERSITY REGISTRAR
VoIP : 8981-8500 local 4557
email : our.diliman@up.edu.ph

ADMISSIONS SECTION
VoIP : 8981-8500 local 4556
email : arschief.ourdiliman@up.edu.ph

REGISTRATION AND CLEARANCE SECTION
VoIP : 8981-8500 local 4555
email : rsc_our.updiliman@up.edu.ph

ONE STOP STUDENT DESK
VoIP : 8981-8500 local 4557
email : onestop_our.updiliman@up.edu.ph

ACADEMIC INFORMATION SYSTEM SECTION
(CRS Support)
VoIP : 8981-8500 local 4560
email : support@crs.upd.edu.ph



UPD Office of the University Registrar

