

UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar
Diliman, Quezon City 1101
Philippines

General Information for Graduate Applicants

I. ADMISSION REQUIREMENTS

A. Diploma Degree Program

Admission into a Graduate Diploma Degree Program shall require:

1. a bachelor's degree from a recognized institution of higher learning;
2. high intellectual capacity;
3. language proficiency; and
4. satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the College/unit.

B. Masters Degree Program

Admission into a Masters program shall require:

1. a bachelor's degree from a recognized institution of higher learning;
2. intellectual capacity and aptitude for advanced studies and research;
3. language proficiency;
4. satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the unit concerned and/or appropriate Graduate Committee/ Office.

C. Doctoral Degree Program

For admission into a doctoral program, an applicant must satisfy the following minimum requirements for admission:

1. possession of a bachelor's degree, in the case of a direct doctoral program, or a masters degree or its equivalent from a recognized institution of higher learning;
2. intellectual capacity and aptitude for advanced studies and research;
3. language proficiency; and
4. a health certificate and other additional and special admission requirements that may be imposed by the University and the head of the College/unit or Graduate Office/Committee concerned.

LANGUAGE PROFICIENCY

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino.

For English proficiency, a score of at least 500 (paper-based) 173 (computer based) or 61 (Internet based) in the Test of English as a Foreign Language (TOEFL) shall be required. For IELTS, a minimum score of 5.5 shall be required. For information about TOEFL and IELTS, you

may visit their websites at www.ets.org/toefl and www.ielts.org.

For Filipino proficiency, a certification shall be required from a duly authorized unit of the University.

II. REQUIREMENTS TO BE SUBMITTED

In order that application for admission may be processed, the following documents should be submitted directly to the respective college offering the intended program.

1. official transcript of academic record of undergraduate work (and graduate work, if any) – one original and two photocopies;
For evaluation purposes, photocopies of records may be accepted provided they are properly authenticated (in the case of foreign applicants, by the Department of Education or by duly designated authorities in the country of the applicant). Final admission will be subject to verification of documents submitted against the original copies of credentials. **Certified English translations should also be submitted, where necessary.**

Applications accompanied by photocopies of academic records not properly authenticated will not be processed.

2. two (2) written recommendations from former professors or experts in the field;
3. duly accomplished application for admission form, including two (2) passport-size photographs;
4. marriage contract (for married women applicants);
5. certification of English/Filipino language proficiency;
6. a non-refundable application fee (minimum of P100.00 for Filipino citizens, P200.00 for resident aliens, and US\$25.00 for non-resident aliens, depending on the college).

Credentials filed in support of the application become the property of the University of the Philippines and will not be returned to the applicant.

All applications must be received on or before April 15 for those enrolling in the first semester and on or before September 15 for those enrolling in the second semester. Some colleges may set a different deadline for filing.

III. IMMIGRATION REQUIREMENTS FOR FOREIGN STUDENTS

A foreign student may be allowed to enroll if s/he has any of the following types of visa:

1. 9(f) – student visa
2. 9(e), 9(e-1) or 9(e-2) – foreign government official or dependent

3. 47(a) (2) – exchange fellow or scholar sponsored by an international organization
4. 9(g) – pre-arranged employment (working visa/missionary)
5. PD 218 – foreign investor
6. 9(d) – treaty trader
7. 13, 13(a) to 13 (g) – permanent resident
8. SRRV – Special Resident Retiree Visa
9. SIRV – Special Investor Resident Visa

accomplished by the physician designated by the Philippine Consulate to perform the examination together with life-size chest X-ray film and laboratory reports; and

- d. Police Clearance issued by the national police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and police clearance from where you have been permanently residing.

3. Upon arrival in the Philippines, report to the Office of International Linkages Diliman for your study permit.

Applying for a Student Visa

A. Foreign Students Who Are Still Abroad

1. Upon receipt of the official letter of admission from the University of the Philippines, apply for a student visa by submitting the following in three (3) sets (original copy and 2 photocopies) to the Office of International Linkages Diliman, Office of the Vice Chancellor for Academic Affairs (OVCAA), University of the Philippines Diliman, Quezon City, 1101 Philippines at least three (3) months before the start of the semester.
 - a. Transcript of Records/Scholastic Records (original & two photocopies), **duly authenticated** by the Philippine Foreign Service Post located in the applicant's country of origin or legal residence;
 - b. A notarized Affidavit of Support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;
 - c. Original & 2 photocopies of **Notice of Acceptance (NOA)/Admission Letter** from the University containing a clear impression of the University's dry seal;
 - d. Six (6) originally accomplished **Personal History Statement forms (PHS)** signed by the applicant in English and in one's native writing system, with personal dry seal, if any; **left and right thumbprints on the PHS**, and original photos
 - e. Passport pages where name, photo, birth date and birthplace appear. Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.
2. Report to the designated Philippine embassy/consulate upon appropriate notice and submit the following:
 - a. Original copy of the school's Notice of Acceptance (NOA) containing a clear impression of the school's dry seal;
 - b. Visa application form (FA Form No. 2);
 - c. Police Clearance issued by the national police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and medical certificate (FA Form No. 11) in triplicate duly

B. Applying for Conversion of (9a) Visa status to that of Student

An alien admitted into the Philippines under any visa category / may apply at the Bureau of Immigration for the change / conversion of his/her admission status to that of a student.

Requirements to be submitted to the Bureau of Immigration through Office of International Linkages Diliman:

1. Written endorsement from the school for the change/ conversion of the admission status of the alien to that of a student;
2. Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal;
3. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;
4. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence;
5. Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place **for a student who resided in the Philippines for less than 59 days.**

However, **for a student who resided in the Philippines for more than 59 days** at the time s/he applies for the said change/conversion of his/her admission status to that of a student, s/he shall also be required to submit the National Bureau of Investigation (NBI) clearance.

6. Quarantine Medical Examination by the National Quarantine Office;
7. Copy of the student's Personal History Statement signed by the student with a 2 x 2 inches photograph recently taken; and
8. Photocopy of the photo, data and stamp of the latest arrival pages of the passport of the student. The passport itself shall be presented to the Office of International Linkages for verification.

OFFICE OF INTERNATIONAL LINKAGES DILIMAN

The Office of International Linkages Diliman assists foreign students in obtaining their study permits and student visas, and in their accommodations and arrival, as well as academic and social adjustments in the University.

All communication regarding foreign students aside from admission matters should be addressed to the Director, Office International Linkages Diliman.

FINANCIAL INFORMATION

Fees*

Graduate applicants pay a non-refundable application fee of a minimum of P100 for Filipinos, P200 for resident aliens, and US\$25 or its equivalent in Philippine pesos for non-resident aliens, depending on the college.

The matriculation fees (i.e., tuition, miscellaneous, and student fund) range from P2,993.50 to P31,493.50 for a minimum of three (3) to a maximum of twelve (12) units. To this amount should be added P100 deposit and P30 entrance fee. Laboratory fees range from P150 to P1800 per laboratory subject, depending on the college.

All fees are subject to change upon approval of the Board of Regents.

Educational Development Fee

All foreign graduate students are required to pay the Education Development Fee (EDF) as follows:

	Per Semester	Per Midyear Term
Resident Aliens	US\$250	US\$100
Non-Resident Aliens	US\$500	US\$200

Estimated Personal Expenses** (Subject to change)

	One Year (Two Semesters)
Lodging (for 10 months) International Center (800-1500/mo.) + Electric Appliances (500/mo.)	P13,000 - 20,000
Board (P2,500/mo. for 10 months)	25,000
School Related Materials and Equipment	
Rental (P1000/mo. for 10 months)	10,000
Personal allowances (P5000/mo. for 10 months)	50,000
Laundry (P500-700/mo. for 10 months)	5,000 - 7,000
Total	P 103,000 - 112,000

This does not include travel, clothing, and other incidental expenses. Expenses might go higher depending on the prevailing economic conditions and on the lifestyle of the student.

Financial Assistance

USVA Educational Assistance Program. The University of the

Philippines is a USVA-approved institution. Enrolled US veterans or their children entitled under Chapter 34 or 35, Title 38, United States Code receive educational assistance allowance from the US government, the amount to be determined by the USVA, provided they carry at least fourteen (14) units a semester.

Loans. Student loans are granted by the University for tuition fee or part thereof. Application must be made with the Student Loan Board, Office of Scholarships and Student Services, University of the Philippines Diliman, Quezon City.

Graduate Assistantships. Open to graduate students subject to approved rules and rates.

IV. OTHER IMPORTANT INFORMATION

Study Load

The normal study load of a full-time student shall be nine (9) to twelve (12) units per semester of formal graduate courses and eight (8) to ten (10) units per trimester.

Grade Requirement

The Cumulative Weighted Average Grade (CWAG) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Residence Rules.

To remain in good standing, a student must maintain the required CWAG in his/her course work at the end of each academic year until the completion of the Program of Study.

DOCTORAL	1.75
MASTERS	2.0
DIPLOMA	2.0

Residence Rules

The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of the degree. The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the graduate program and shall include all leaves of absence from the program.

Time limit for the completion

DOCTORAL: six (6) years for a student who enters the doctoral program with a Masters degree or its equivalent in the same discipline and eight (8) years for one who enters the doctoral program with a Bachelor's degree or a Masters degree in an unrelated discipline.

MASTERS: Five (5) years

DIPLOMA: Two (2) years

ABOUT THE PHILIPPINES

Climate

The climate in the Philippines is tropical and generally pleasant. There are two (2) seasons: the rainy season from June to October and the dry season from November to May.

*Under government regulations, the University can only accept payment in cash, postal money orders, cablegrams or telegraphic transfers, certified cashier's checks, and manager's checks. Personal checks are not acceptable.

** Private dormitories are also available.

Currency

The monetary unit is the peso. The conversion rate of the US dollar depends upon the conversion rate of the Central Bank at the time of enrollment.

V. ADMISSION OF NON-REGULAR STUDENTS

1. Non-Degree Students

A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take, for credit, courses on the graduate and/or undergraduate level, respectively, provided that s/he satisfies the appropriate requirements for admission to the University. S/He shall not be allowed to enroll for more than one semester, except by permission of the Dean of the College concerned and the University Registrar.

2. Special Students

A mature student, even if s/he does not fully satisfy the entrance requirements, may be admitted as a special student and may enroll for such subjects which, in the opinion of the instructor and the Dean, s/he has the necessary information and ability to pursue profitably. S/He shall not be allowed to enroll for more than nine (9) units a semester or to register for more than two years, except by special permission of the Dean. Subjects taken shall be non-credit although his/her work may be reported at the end of each semester as "satisfactory" or "unsatisfactory."

3. Cross-Registration

A student registered in another collegiate institution and who wishes to cross-register in UP must present a written permit from his/her Dean, Director, or Registrar. The permit shall state the total number of units for which the student may be registered and the subjects that s/he is authorized to take in the University.

LIST OF GRADUATE PROGRAMS

Asian Institute of Tourism

Graduate Diploma in Tourism Development and Management
Master of Science in Tourism Development and Management

College of Architecture

Master of Architecture
Master of Tropical Landscape Architecture
Master of Arts in Architecture Studies
Graduate Diploma in Landscape Studies
Doctor of Philosophy in the Designed and Built Environment

College of Arts & Letters

Master of Arts (Art Studies; Comparative Literature; Creative Writing; English Studies; French Language; German; Spanish; Araling Pilipino; Filipino; Panitikan ng Pilipinas; Malikhain Pagsulat; Speech Communication; Theatre Arts)
Master of Arts in Theatre and Performance Studies
Master of Arts in Theatre and Performance Praxis
Doctor of Philosophy in Performance Studies
Doctor of Philosophy (Comparative Literature; Creative Writing; English Studies; Hispanic Literature; Filipino; Panitikan ng Pilipinas; Malikhain Pagsulat)

Asian Center

Master in Asian Studies
Master in Philippine Studies
Master of Arts in Asian Studies
Master of Arts in Philippine Studies
Doctor of Philosophy (Philippine Studies)

Cesar E.A. Virata School of Business

Master of Business Administration
Master of Science in Finance
Master of Science in Management
Doctor of Philosophy (Business Administration)

School of Economics

Master in Development Economics
Master of Arts in Economics
Doctor of Philosophy (Economics)

College of Education

Master of Arts in Education
Doctor of Philosophy in Education

College of Engineering

Diploma in Remote Sensing
Master of Science in Bioinformatics
Master of Science in Civil Engineering
Master of Science in Chemical Engineering
Master of Science in Computer Science
Master of Science in Electrical Engineering
Master of Science in Geomatics Engineering
Master of Science in Industrial Engineering
Master of Science in Mechanical Engineering
Master of Science (Materials Science and Engineering) *
Master of Science in Metallurgical Engineering
Master of Science in Energy Engineering
Master of Science in Environmental Engineering
Master of Engineering in Artificial Intelligence
Master of Engineering in Electrical Engineering
Master of Engineering in Industrial Engineering
Doctor of Philosophy in Industrial Engineering
Doctor of Philosophy in Artificial Intelligence
Doctor of Philosophy (Civil Engineering)
Doctor of Philosophy (Chemical Engineering)
Doctor of Philosophy (Electrical and Electronics Engineering)
Doctor of Philosophy (Materials Science and Engineering)
Doctor of Philosophy (Environmental Engineering) *
Doctor of Philosophy in Energy Engineering
Doctor of Philosophy in Computer Science
Doctor of Engineering (Chemical Engineering)
Doctor of Engineering (Electrical and Electronics Engineering)
***also offered in College of Science under Materials Science Engineering Program**

College of Fine Arts

Master of Fine Arts

College of Home Economics

Diploma in Early Childhood Development
Master of Family Life and Child Development
Master of Hotel, Restaurant and Institution Management
Master of Home Economics
Master of Interior Design
Master of Science in Food Science
Master of Science in Nutrition
Doctor of Philosophy (Food Science)
Doctor of Philosophy (Nutrition)
Doctor of Philosophy (Home Economics)

College of Human Kinetics

Diploma in Exercise and Sports Sciences
Master of Science in Human Movement Science

Institute of Islamic Studies

Master of Arts in Islamic Studies

School of Labor and Industrial Relations

Diploma in Industrial Relations
Master of Industrial Relations

School of Library and Information Science

Diploma in Librarianship
Master of Library and Information Science
Master of Science in Library and Information Science
Master in Archives and Records Management

College of Mass Communication

Master of Arts in Communication
Master of Arts in Journalism
Master of Arts in Media Studies (Broadcast)
Master of Arts in Media Studies (Film)
Doctor of Philosophy in Communication
Doctor of Philosophy in Media Studies

College of Music

Diploma in Ethnomusicology
Master of Music
Master of Music (Piano Pedagogy)
Doctor of Philosophy in Music

National College of Public Administration and Governance

Diploma in Public Management
Diploma in Voluntary Sector Management
Master of Public Administration
Doctor of Public Administration

College of Science

Diploma in Biology
Diploma in Chemistry
Diploma in Mathematics
Diploma in Physics
Diploma in Environmental Science
Diploma in Meteorology
Master of Science (Biology; Chemistry; Applied Mathematics)
Master of Science in Mathematics
Master of Science in Molecular Biology and Biotechnology
Master of Science (Chemical Education; Environmental Science;
Meteorology; Microbiology; Marine Science; Geology;
Physics; Materials Science and Engineering)
Professional Master's in Applied Mathematics (Actuarial
Science)
Professional Masters in Tropical Marine Ecosystems
Management
Master of Arts in Mathematics
Master of Arts (Physics)
Doctor of Philosophy (Biology)
Doctor of Philosophy in Molecular Biology and Biotechnology
Doctor of Philosophy (Chemistry; Environmental Science;
Meteorology; Mathematics; Marine Science; Geology;
Physics, Data Science)
Dual Doctor of Philosophy Program (Chemistry, Meteorology)

College of Social Sciences and Philosophy

Diploma in Bioethics
Master of Science in Bioethics
Master of Science (Geography)
Master of Arts (Anthropology; History; Linguistics; Philosophy)
Master of Arts in Demography
Master of Arts in Political Science
Master of Arts in Psychology
Master of Arts in Sociology
Master in International Studies
Master in Population Studies
Bachelor of Arts - Master of Arts Honors (Political Science)
Doctor of Philosophy (Anthropology; History; Linguistics;
Political Science)
Doctor of Philosophy in Philosophy
Doctor of Philosophy in Sociology
Doctor of Philosophy in Psychology

College of Social Work and Community Development

Diploma in Community Development
Diploma in Community Organizing
Diploma in Social Work
Diploma in Women and Development
Master of Community Development
Master of Social Work
Master of Arts (Women and Development)
Doctor of Social Development

School of Statistics

Master of Statistics
Master of Science (Statistics)
Doctor of Philosophy (Statistics)
Professional Master in Data Science (Analytics)

School of Urban and Regional Planning

Diploma in Urban and Regional Planning
Master of Arts (Urban and Regional Planning)
Master of Science in Regional Development Planning
Doctor of Philosophy (Urban and Regional Planning)
Dual Doctorate (Urban and Regional Planning)

U.P. Diliman Extension Program in Olongapo

Master of Management

U.P. Diliman Extension Program in Pampanga

Master of Management

Archaeological Studies Program

Diploma in Archaeology
Master of Arts in Archaeology
Master of Science in Archaeology
Doctor of Philosophy in Archaeology

Technology Management Center

Diploma of Technology Management
Master of Technology Management