



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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10 March 2015

MEMORANDUM ECA NO. 15-11

TO: College Secretaries & Department Chair

THROUGH: The Dean

FROM:   
EVANGELINE C. AMOR, Ph.D  
University Registrar

SUBJECT: Submission of Entrance Credentials

At its 03 March 2015 meeting, the CSAPG resolved that effective Second Semester AY 2014-2015, admitted students are given one academic year from the term of their admission to comply with the following entrance credentials, after which, they would be ineligible to enroll:

- Birth Certificate
- Marriage Contract (if applicable)
- Official Transcript of Records
- HS Card & HS Transcript (Form 137)
- TOEFL score (Official Report)

Appeals to lift the ineligibility beyond the one year period would be elevated to the CSAPG.

For your information and guidance please.

Thank you very much.