



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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4 September 2015

Memorandum No. MRC 15-17

For: College Secretaries and Graduate Coordinators of Academic Units

From:

Marilyn R. Canta, PhD  
University Registrar

SUBJECT: SUBMISSION OF ADMISSION REQUIREMENTS

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Effective **2<sup>nd</sup> semester 2015-2016**, the Office of the University Registrar will **NOT** accept students for admission without submission of **ALL** eligibility requirements (eg, OTRs, birth certificate, etc). Applications for admission with incomplete documents will not be processed. Moreover, applicants to the University's degree programs should be reminded to follow the deadlines set by the University for admission.

Students currently enrolled but with pending ineligibilities for admission will no longer be allowed to continue their studies in the next semester, unless eligibility requirements have been met formally and by official documentation.

Thank you for your compliance.