



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

T.M. Kalaw St. corner Quirino St., U.P. Diliman, Q.C. 1101 ■ P.O. Box 161, U.P. Diliman, Q.C. 1101
Direct Line 927-6084 ■ U.P. Diliman Trunk Line No. 981-8500

16 May 2017

OUR MEMORANDUM MRC NO.17-10

TO : ALL COLLEGE GRADUATE COORDINATORS

FROM : MARILYN R. CANTA, Ph.D.
University Registrar

RE : PROCESSING OF UNIVERSITY ADMISSION SLIPS (UAS) OF NEW GRADUATE STUDENTS

Please submit to the OUR the list of new graduate students admitted for the semester, with the following attachments:

LOCAL STUDENTS	FOREIGN STUDENTS
1. College Admission Slip	1. College Admission Slip
2. Student Directory (two copies)	2. Student Directory (two copies)
3. Honorable Dismissal/Certificate of Transfer Credentials	3. Official Transcript of Records (OTR) with degree and date of graduation authenticated by Embassy /Dept. of Education
4. Official Transcript of Records including certified copy of transcripts prior to last school/university attended.	4. Two (2) passport size photos
5. Two (2) passport size photos	5. Program of Study
6. Program of Study	6. Medical Certificate from Univ. Health Service
7. Medical Certificate from Univ. Health Service	7. Original & Photocopy of Birth Certificate & passport
8. Original PSA Birth Certificate	8. If married female, Marriage Certificate
9. If married female, Original PSA Marriage Certificate	9. Study Permit issued by OILD ¹
10. Permit to transfer if within Diliman Colleges	11. If the medium of instruction in the school attended is not English, an Official TOEFL ² and/ or IELTS ³ score report must be submitted.

¹ OILD – Office of International Linkages Diliman located at Rm. 102, Diliman Interactive Learning Center (DILC) Bldg, Apacible corner Magsaysay St, UP Diliman, QC

² A score of 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based exam.

³ A score of at least 5.5



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Also, please take note of the following:

1. The college should submit to the OUR the credentials used for in evaluation.
2. The OTR (Official Transcript of Records), should be submitted within the semester
3. The student needs to sign the provisional admission form

The OUR will prepare the University Admission Slip (UAS) with Student Number and temporary password to be used by the student to access the CRS (Computerized Registration System) based on these documents. The same documents will be returned to you in time for registration.

Strictly observe the following schedule for the Issuance of UAS:

MBA/FINANCE (Virata School of Business)	First Trim 2017-18 4th week of June	Second Trim 2017-18 4th week of October	Third Trim 2017-18 3rd week of February
Archaeological Studies Program	First Trim 2017-18 4th week of June	Second Trim 2017-18 4th week of October	Third Trim 2017-18 3rd week of February
Professional Masters in Tropical Marine Ecosystems Management Program	First Trim 2017-18 2nd week August	Second Trim 2017-18 1st week of December	Third Trim 2017-18 1st week of May
SPRING ASIA PROGRAM (School of Urban & Regional Planning)	First Sem 2017-18 1st week of July	Second Sem 2017-18 1st week of December	Midyear 2017-18 1st week of May
OTHER GRADUATE PROGRAMS	First Sem 2017-18 1st week of July	Second Sem 2017-18 1st week of December	Midyear 2017-18 1st week of May

As in previous semesters, we hope you can make registration procedures systematic and efficient as possible. You may wish to adjust your schedule of entrance examinations, interviews and other required screening procedures when necessary.

Thank you for your cooperation.