



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

07 May 2018

OUR Memorandum No. MTTP 2018-08

To: All Graduate Program Coordinators

Through: The Deans

From: 
MA. THERESA T. PAYONGAYONG, PhD
University Registrar

Subject: Processing of University Admission Slips (UAS) of New Graduate Students

Please submit to the Office of the University Registrar 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. Transcript of Records used for evaluation certified by the college
4. Transcript of Records used for evaluation certified by the college	4. Official Transcript of Records (OTR) with degree and date of graduation authenticated by Embassy /Dept. of Education
5. Official Transcript of Records (OTR) including certified copy of transcripts prior to last school/university attended with remarks "Copy for UP Diliman"	5. Two (2) passport size photos
6. Two (2) passport size photos	6. Program of Study (original copy)
7. Program of Study (original copy)	7. Medical Certificate from University Health Service (original copy)
8. Medical Certificate from University Health Service (original copy)	8. Birth Certificate and passport (photocopy & original copy to be presented)
9. Birth Certificate from Philippine Statistical Authority /Report of birth from Philippine Statistical Authority if Filipino born abroad (original copy)	9. If married female, Marriage Certificate (photocopy and original to be presented)
10. If married, Marriage Certificate from Philippine Statistical Authority (original)	10. Study Permit issued by OILD ¹



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11. Permit to transfer if within Diliman	11. If medium of instruction in the school attended is not English, an Official TOEFL ² and/or IELTS ³ score report must be submitted.
	12. Student Insurance

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

Also, please take note of the following:

1. The OTR (Official Transcript of Records), should be submitted within the semester.
2. 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).

Strictly observe the following schedule for the Issuance of UAS:

	First Trimester 2018-19	Second Trimester 2018-19	Third Trimester 2018-19
MBA/FINANCE (Cesar E.A. Virata School of Business)	4 th week of June	3 rd week of October	3 rd week of February
Archaeological Studies Program	1 st week of July	4 th week of October	3 rd week of February
Professional Masters in Tropical Marine Ecosystems Management Program	2 nd week August	1 st week of December	1 st week of May
OTHER GRADUATE PROGRAMS	1 st week of July	1 st week of December	1 st 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.