



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 2019

OUR Memorandum No. MTTP 2019-09

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 First Semester 2019-2020 with the following attachments:

LOCAL STUDENTS	FOREIGN STUDENTS
1. College Admission Slip	1. College Admission Slip
2. Student Directory (two copies). Revised form can be downloaded at <a href="http://our.upd.edu.ph/forms/OUR%20FORM%2003.doc">http://our.upd.edu.ph/forms/OUR%20FORM%2003.doc</a>	2. Student Directory (two copies). Revised form can be downloaded at <a href="http://our.upd.edu.ph/forms/OUR%20FORM%2003.doc">http://our.upd.edu.ph/forms/OUR%20FORM%2003.doc</a>
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, Marriage Certificate (photocopy and original to be presented)

10. If married, Marriage Certificate from Philippine Statistical Authority (original)	10. Study Permit issued by OILD <sup>1</sup>
11. Permit to transfer if within Diliman	11. If medium of instruction in the school attended is not English, an Official TOEFL <sup>2</sup> or IELTS <sup>3</sup> score report must be submitted.
	12. Student Insurance

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

<sup>2</sup> 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

<sup>3</sup> 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.
3. Deadline of issuance of acceptance letter to foreign students is on 28 June 2019 (First Semester) and 29 November 2019 (Second Semester).

The OUR will issue 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:

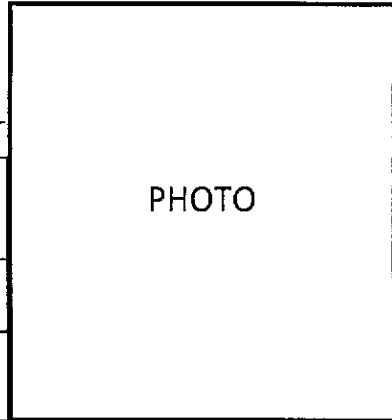
MBA/FINANCE (Cesar E.A. Virata School of Business)	First Trimester 2019-2020 4 <sup>th</sup> week of June	Second Trimester 2019-2020 2 <sup>nd</sup> week of October	Third Trimester 2019-2020 3 <sup>rd</sup> week of February
Archaeological Studies Program	First Trimester 2019-2020 4 <sup>th</sup> week of June	Second Trimester 2019-2020 3 <sup>rd</sup> week of October	Third Trimester 2019-2020 4 <sup>th</sup> week of February
Professional Masters in Tropical Marine Ecosystems Management Program	First Trimester 2019-2020 2 <sup>nd</sup> week August	Second Trimester 2019-2020 1 <sup>st</sup> week of December	Third Trimester 2019-2020 1 <sup>st</sup> week of May
OTHER GRADUATE PROGRAMS	First Semester 2019-2020 4 <sup>th</sup> week of June	Second Semester 2019-2020 1 <sup>st</sup> week of December	Midyear Term 2019-2020 1 <sup>st</sup> 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.

## STUDENT DIRECTORY

PLEASE WRITE IN BLOCK LETTERS. Use an X mark in answering information preceded by a box



STUDENT NUMBER	NAME (Last, Given, Middle, If a married woman encircle maiden name.)	COLLEGE	DEGREE	MAJOR
SEX ASSIGNED AT BIRTH <input type="checkbox"/> Male <input type="checkbox"/> Female	CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> _____	COUNTRY OF CITIZENSHIP <input type="checkbox"/> Philippines <input type="checkbox"/> _____	DATE OF BIRTH	
			PLACE OF BIRTH	

PRESENT ADDRESS	PERMANENT HOME ADDRESS
CONTACT NO.	CONTACT NO.
EMAIL ADDRESS	PARENT'S EMAIL ADDRESS

SCHOOLS ATTENDED STARTING FROM HIGH SCHOOL	DIPLOMA/TITLE/DEGREE	DATE OF GRADUATION	HONORS RECEIVED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ENROLLMENT IN THE UNIVERSITY OF THE PHILIPPINES**

First Enrollment: UP College/School of \_\_\_\_\_ Semester & Academic Year \_\_\_\_\_

Last enrollment: UP College/School of \_\_\_\_\_ Semester & Academic Year \_\_\_\_\_

Degree Obtained, If any \_\_\_\_\_ Semester & Academic Year \_\_\_\_\_

**FOR READMISSION STATUS**

During the period of AWOL/LOA, have you been enrolled in other schools/universities?  YES  NO

If YES, please specify name of schools/universities \_\_\_\_\_

\_\_\_\_\_

Do you have a disability?  YES  NO If YES, please specify.i.e.,physical, psycho-social, cognitive,etc..) \_\_\_\_\_  
( Pursuant to RA 7277 and RA 9442)

Would you wish to avail of possible services for students with disability offered by the university?  YES  NO  
(Note that if you answer YES, your name, college, contact number, email address and class schedule will be included in the database of UPD students with disability, and will be supplied to office/s and college/s that will implement services.)

Please enter your PWD ID number \_\_\_\_\_ or SWSN ID number\* \_\_\_\_\_  
\*You may apply for SWSN ID from the University Health Service.

PARENTS/GUARDIAN/SPOUSE	Living /Deceased	ADDRESS	CONTACT NO.	OCCUPATION
1. Father's Name _____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
2. Mother's Name _____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
3. Guardian's/Spouse Name _____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	ADDRESS	CONTACT NO.
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**STUDENT PLEDGE:**

*I hereby certify that all information given above is correct.*

*In consideration of my admission to the UNIVERSITY OF THE PHILIPPINES and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the College or School in which I am enrolled.*

DATE \_\_\_\_\_ SIGNATURE OF STUDENT \_\_\_\_\_