

# **GUIDELINES ON THE SUBMISSION OF REQUIREMENTS FOR THE ISSUANCE OF UNIVERSITY ADMISSION SLIP (UAS) AND PROCESS OF RETURN FROM LOA**

**These guidelines will be followed until the end of the registration period.**

**Please note that incomplete requirements will not be processed.**

**Steps for admission/readmission:**

## **1. Prepare the following required documents**

### **A. New Graduate Student (Doctoral, Masters, Diploma, CPE and Non-degree graduate**

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Plan of study** (for Doctoral, Masters and Diploma students)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **Original Copy of Honorable Dismissal/Transfer credential** – if from other school/university
- **Transcript of records** used for evaluation duly signed by the College SRE/College Secretary
- **Permit to Transfer** (if previously enrolled in another graduate program within Diliman)
- If medium of instruction is not English–Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- Study permit from OIL (foreign)

#### **To submit within the semester**

- Official Transcript of Records (OTR) with remarks “Copy for UP Diliman” – in a sealed envelope

### **B. New Juris Doctor Student (College of Law)**

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **Honorable Dismissal/Certificate of Transfer Credential** (if from other schools)
- If foreign – Study Permit from OILD
- If medium of instruction is not English–Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- UTR / OTR (used for evaluation-signed the college secretary/SRE (c/o college)
- Certificate of Eligibility (c/o OUR)

#### **To submit within the semester**

- Official Transcript of Records (OTR) with remarks “Copy for UP Diliman” – in a sealed envelope

### C. Readmission from AWOL

- **Proof of payment** of AWOL fee
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- Filled-out **Student Directory** with photo (you may download [here](#))

### D. Change program within college (S1)

- Filled-out **Student Directory** with photo (you may download [here](#))

### E. Change program within Diliman (S2)

- Filled-out **Student Directory** with photo (you may download [here](#))
- **True copy of grades (TCG)** used for evaluation duly signed by your college
- **Permit to transfer**

### F. Change program from Certificate to Bachelor program (ladderized programs)

- Filled-out **Student Directory** with photo (you may download [here](#))

### G. Transferees from Other UP Constituent Units (T1)

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **Permit to Transfer**
- **True Copy of Grades (TCG)** used for evaluation duly signed by the College SRE/College Secretary – c/o the accepting college
- **Study Permit** from OIL (if foreign student)

#### To submit within the semester

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope

### H. Transferees from Other Schools/Universities (T2)

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- **Honorable Dismissal/Certificate of Transfer Credential**
- **True Copy of Grades (TCG)/Transcript of Records used for evaluation** (c/o OUR)
- If medium of instruction is not English–Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- **Study Permit** from OIL (if foreign student)

#### To submit within the semester

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope

## I. New Freshmen and New Transferees (from other schools/ from another constituent UP Units)

### Associate in Arts Program and VAAS

- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Original Copy of PSA Marriage Certificate** (if married)
- If medium of instruction is not English—Official TOEFL Score Report -IBT61/CB173/PB500 or IELTS 5.5 or Certification that English is the Medium of Instruction signed by the Head of the School
- **Study Permit** from OIL (if foreign student)

#### **Additional requirements if you are a NEW TRANSFER STUDENT:**

- **Honorable Dismissal/Transfer credential** (if from other school)
- **Permit to Transfer** (if previously enrolled in other UP Unit/other UPD Colleges)
- **Transcript of Records** used for evaluation duly signed by the College SRE/College Secretary – c/o college

#### **To submit in a sealed envelope within the semester**

- Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope

#### **Additional requirements if you are a NEW FRESHMAN STUDENT:**

- **High School Card (F138)** - 1st and 2nd semester of Grade 12/Alternative Learning System Certificate if ALS passer
- **Certificate of Graduation or Certified copy of Senior High School Diploma**

#### **To submit within the semester**

- Official High School Transcript (F137 Grades 7-12) with remarks "Copy for UP Diliman", with date of graduation and Learner Reference Number (LRN) - in a sealed envelope

## J. Return from LOA

- Accomplished Return from LOA Form (you may download [here](#))
- Filled-out **Student Directory** with photo (you may download [here](#))
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions) if returning from LOA for more than 1 semester or if the reason for filing the LOA was due to health/medical reasons regardless of the number of semesters

2. **Submit the required documents to your college.**
3. **Your college will then evaluate your submitted documents and upon verification that your submission is in order, you will be notified by the college of your admission/readmission.**
4. **Your college sends your college admission slip and your other requirements to Office of University Registrar (OUR), Admissions and Registration Division (ARD).**

Note: The submissions of college admission slips and other documents to the OUR, are done in batches.

5. OUR ARD will send your University Admission Slip (UAS) and a copy of your temporary CRS account (for new students) back to your college.

Note: This is also done in batches.

6. Your college will notify you about the status of your admission/readmission. Please make sure that you have indicated your active email address correctly in your Student Directory.

***NOTE: ACCEPTANCE TO A PROGRAM IS PROVISIONAL SUBJECT TO VERIFICATION AND SUBMISSION OF ORIGINAL COPIES OF THE REQUIREMENTS (including your Official Transcript of Records with remarks "Copy for UP Diliman" in a sealed envelope)***

For inquiries, you may email [arschief.ourdiliman@up.edu.ph](mailto:arschief.ourdiliman@up.edu.ph)

## FOR NEW FRESHMEN AUTOMATIC ADMISSION AND NEW FRESHMEN ISKOLAR NG BAYAN

Please follow the instructions below:

### 1. Prepare the following required documents

#### New Freshmen (AUTOMATIC ADMISSION)

- **Acceptance letter**
- Filled-out **Student Directory** with photo (you may download [here](#))
- **Official High School Transcript**
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Report of birth** from PSA (if Filipino born abroad/Identification Certificate from Bureau of Immigration and Philippine passport)
- **Birth Certificate** (for non-Filipino students)
- **Study Permit** from OIL Diliman (for foreign students)
- **Student Visa** (for foreign students)

#### New Freshmen (ISKOLAR NG BAYAN PROGRAM)

- **Acceptance letter** from OVCSA (Office of Scholarship)
- Filled-out **Student Directory** with photo (you may download [here](#))
- **Form 138** (Grade 12 HS card - 1st and 2nd semester)
- **Medical certificate** from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- **Original Copy of PSA Birth Certificate**
- **Report of birth** from PSA (if Filipino born abroad/Identification Certificate from Bureau of Immigration and Philippine passport)
- **Certificate of Graduation** or Certified copy of Senior High School Diploma

#### To submit within the semester

- **Form 137** (Grade 7-12 HS Transcript) or Senior High School Transcript (Grade 11-12) w/ Junior High School Transcript (Grade 7-10) certified copy w/ remarks "Copy for UP Diliman", w/ date of graduation and Learner Reference Number (LRN)

### 2. Submit the required documents to:

#### **Admissions Section (AS)**

Office of the University Registrar (OUR)

University of the Philippines Diliman

T.M. Kalaw St. cor. Quirino St., UP Diliman

- ### 3. AS will then evaluate your submitted documents, and upon verification that your submission is in order, you will be issued a University Admission Slip (UAS).

**NOTE: ACCEPTANCE TO A PROGRAM IS PROVISIONAL SUBJECT TO VERIFICATION AND SUBMISSION OF ORIGINAL COPIES OF THE REQUIREMENTS (including your Official Transcript of Records with remarks "Copy for UP Diliman" in a sealed envelope)**

For additional inquiries, you may email [arschief.ourdiliman@up.edu.ph](mailto:arschief.ourdiliman@up.edu.ph)