



**UNIVERSITY OF THE PHILIPPINES VISAYAS**  
**OFFICE OF THE UNIVERSITY REGISTRAR**  
 Miagao, 5023 Iloilo, Philippines  
 Tel/Fax No.: (033) 3158556  
 e-mail: [our@upv.edu.ph](mailto:our@upv.edu.ph)

Staple 1 recent 2"x2" or passport size photograph here.

Please sign photograph at the back

**UNDERGRADUATE  
 ADMISSION APPLICATION  
 (FOR LOCAL APPLICANTS)  
 SEM/SCH.YR \_\_\_\_\_**

Application fee: P100 (Non-refundable)  
 O.R. No. \_\_\_\_\_  
 Date \_\_\_\_\_ By \_\_\_\_\_  
 EVALUATION  
 GWA \_\_\_\_\_ Units \_\_\_\_\_  
 Degree \_\_\_\_\_  
 Referred to \_\_\_\_\_  
 Deficiencies \_\_\_\_\_  
**Do not write inside this box.**

NAME: \_\_\_\_\_

SEX  Female  Male      LAST      FIRST      MIDDLE      MAIDEN  
 CITIZENSHIP \_\_\_\_\_ RELIGION \_\_\_\_\_

CIVIL STATUS  Single  Married      If married, name of Spouse \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ CONTACT NOS. \_\_\_\_\_

PERMANENT HOME ADDRESS \_\_\_\_\_

CURRENT/MAILING ADDRESS \_\_\_\_\_

NAME OF FATHER \_\_\_\_\_ NAME OF MOTHER \_\_\_\_\_

- STATUS:  TRANSFER STUDENT (Has taken college courses)  
 REJOINING (UP graduate: applying for a second degree)  
 DEGREE HOLDER FROM OTHER SCHOOLS (graduated from another school applying for a second degree)  
 OTHERS, specify \_\_\_\_\_ (non-degree, special student, etc.)

DEGREE PROGRAM/S APPLIED FOR (for transfer, rejoining, or second degree applicants only; list according to priority)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

HIGH SCHOOL ATTENDED: \_\_\_\_\_

Name of School(s)	Location	Sem(s) & Years(s) Attended	Degree Pursued	Date of Graduation

Are all grades for all collegiate subjects enrolled in already submitted with this application? (for transfer, rejoining, second degree applicants only)  
 Yes  No

Are you enrolled this Summer? (for transfer, rejoining, second degree applicants only)  Yes  No

Have you ever been subject to academic or disciplinary action (i.e. probation, suspension, dismissal, expulsion) from any institution attended?

Yes  No      If yes, explain, giving the date and other details: \_\_\_\_\_

*I hereby affirm that all information supplied herein is complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agree to abide by the policies, rules and regulations of the University of the Philippines.*

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## **GUIDELINES FOR TRANSFER WITHIN U.P. VISAYAS/U.P. SYSTEM**

Students with previous college work from another unit of UPV or from other autonomous units of the UP System who want to transfer to Miagao and Iloilo campuses of UPV must satisfy all admission requirements of the accepting unit/college. Applicants for transfer shall be considered for admission to the University only during the first semester of each academic year.

### **Application Requirements**

The University of the Philippines Visayas is accepting transferees from other U.P. units provided he/she qualified in the following basic criteria for transfer:

1. completed at least 30 academic units from previous U.P. unit;
2. academic status is good standing

To apply, please send the following documents for evaluation purposes to the Office of the University Registrar, U.P. Visayas, Miagao, Iloilo:

1. U.P. Form 3.1 or Undergraduate Application Form
2. Original True copy of grades (1 original & 2 photocopies)
3. Application fee of P100.00 (pay at the UPV Cash Office or send a postal money order payable to UP Visayas, addressed to Miagao, Iloilo)

Deadline for submission of application: **The last working day of April**

*note: Those who intend to transfer to UPV Tacloban College apply directly to the Dean through the Office of the College Secretary of UPVTC.*

### **Result of Application:**

The result of the initial evaluation done by the OUR will be available around the second week of May. Applicants who satisfy the minimum requirements will still be referred to the respective colleges for final action. You may inquire about the results around third week of May.

You may confirm your status of admission by calling the Office of the University Registrar at tel. no. 3158556.

*Please make alternative plans in case you are not admitted.*

### **Submission of Entrance Credentials**

All qualified applicants whose applications have been processed by the OUR and evaluated by the concerned units must submit the following before they are finally accepted and issued the University Admission Slip:

1. (original) University & College Clearances
2. (original) permit to transfer
3. (original) True Copy of Grades for those who are transferring from another UPV unit or Official Transcript of Records for those coming from other autonomous units
4. (original) NSO Copy of Birth Certificate
5. (original) Medical Certificate from UPV Physician (Bring results of urinalysis, fecalysis, CBC & chest X-ray to UPV Infirmary (for Miagao-based student/UPV Health Services unit (for Iloilo-Based student)
6. Student Directory Form (from UPV-OUR)
7. 2 pcs. 2x2 colored picture