



**UNIVERSITY OF THE PHILIPPINES VISAYAS**  
**OFFICE OF THE UNIVERSITY REGISTRAR**  
 Miagao, 5023 Iloilo, Philippines  
 Tel/Fax No.: (033) 315-8556  
 Email: [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

Application fee: P100.00  
 (Non-refundable)  
 O.R. No. \_\_\_\_\_  
 Date \_\_\_\_\_ By \_\_\_\_\_  
**EVALUATION**  
 GWA \_\_\_\_\_ Units \_\_\_\_\_  
 Degree \_\_\_\_\_  
 Referred to \_\_\_\_\_  
 Deficiencies \_\_\_\_\_  
**Do not write inside this box.**

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

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

LAST FIRST MIDDLE MAIDEN  
 SEX  Female  Male 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/Midyear? (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?  
 No  Yes 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 FROM OTHER UNIVERSITIES AND COLLEGES**

Students with previous college work from another University who want to transfer to the University of the Philippines (UP) 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.

### **BASIC QUALIFICATIONS FOR TRANSFER APPLICANTS:**

1. must have completed at least 33 units of academic courses (excluding religion, P.E., NSTP/CWTS, and vocational courses);
2. must have obtained a general weighted average of 2.0, 86%, or B or better for all the collegiate academic units he has earned outside of the University; some programs required a higher weighted average than that prescribed above. For applicants for second degree, the grade requirement is generally waived for a bachelor's degree holder, but not for those who have earned a title below a baccalaureate degree (e.g., certificate)
3. he will have to complete in the University no less than 50% of the units required for his program; and
4. the quota set by the Dean of the college or school concerned for the course to which he seeks admission, has not yet been filled up.

*To graduate with honors, he/she will have to complete 75% of the required number of units and must be in residence for 2 years.*

### **APPLICATION REQUIREMENTS:**

*Every new transfer applicant should submit the following at least one month prior to registration:*

1. an accomplished application form (UP Form 3.1)
2. attach an official copy of grades from each college attended signed by the Registrar or his/her authorized representative; or Official Transcript of Records (containing complete grades) with remarks "for evaluation purposes only" (1 original & 2 photocopies)
3. a non-refundable application fee of P100.00 paid to the UPV Cash Office

***Deadline for submission of application: The last working day of June.***

### **Result of Application:**

The result of the initial evaluation done by the OUR will be available around the second week of July. 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 July.

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. Official Transcript of Records - for NT, ND, & SD only

2. Certificate of Transfer Credentials or Honorable Dismissal - for NT, ND, & SD only
3. Medical Certificate from UP Health Services Unit
4. NSO Copy of Birth Certificate
5. NSO Copy of Marriage Contract (for married female applicants only)
6. 2 pcs. 2" x 2" or passport-sized photographs
7. Student Directory Form

*Codes:*

*NT – New Transfer*

*ND – Non-Degree*

*SD – Second Degree*

*SS – Special Student*

***If credentials submitted are confirmed to be spurious, admission will be revoked.***

### **Validation for Advanced Credits**

Advanced credits for courses taken outside the University may be granted upon passing the prescribed validation examination.

Admitted undergraduate transfer students must validate all the courses they are offering for advanced credits at the rate of at least 18 units a semester from the date of their admission. Their admission will be on probationary basis until all subjects taken outside UP which are required for their program have been validated or repeated, in accordance with the rule on validation of courses. Students will not be allowed to enroll in a subject, the prerequisites of which, taken elsewhere, have not been validated, or repeated, as the case may be.

Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation, provided they have a general weighted average of 2.0 or better. Before a student is allowed to major in any discipline, however, the major discipline may prescribe additional courses of up to 18 units of general education courses and/or preparatory courses for the major.

### **UNDERGRADUATE DEGREE PROGRAMS**

#### ***Iloilo City Campus:***

BS Accountancy (5 yrs)  
BS Business Administration (Marketing)  
BS Management

#### ***Miagao Campus:***

BS Applied Mathematics  
BS (Biology)  
BA (Communication & Media Studies)  
BS Chemical Engineering  
BS Chemistry  
BA Communication and Media Studies  
BA (Community Development)  
BS Computer Science  
BS Economics  
BS Fisheries  
BS Food Technology  
BA (History)  
BA (Literature)  
BA (Political Science)  
BA (Psychology)  
BS Public Health  
BA (Sociology)  
BS Statistics

### **CONFORME:**

*This is to certify that I have read and understood and will abide by the Guidelines for Admission to the University of the Philippines Visayas.*

\_\_\_\_\_  
*Signature over printed name & Date*