



INSTRUCTIONS FOR INCOMING FIRST YEAR STUDENTS
First Semester 2015 - 2016

CONGRATULATIONS! You have qualified for admission to the University of the Philippines Visayas. Please be guided by the instructions below. For more information, you may access the UPV Campus Map and Admission Flow Chart using the website <http://crs.upv.edu.ph>.



CONFIRMATION OF YOUR DECISION TO ENROLL IN UPV

Confirm your decision to enroll in UPV for the First Semester 2015 - 2016 **either** at the Office of the University Registrar (OUR) **or** online through the internet starting **Monday, 02 March** until **Wednesday, 15 April 2015**. **Failure to do so would result in the cancellation of your slot.**

❖ **Confirmation at the Office of the University Registrar (OUR), UPV.**

Accomplish the attached Reply Slip (UPV Form C1) and confirm your decision to enroll in UPV in person, by courier, or fax starting **Monday, 02 March** until **Wednesday, 15 April 2015**.

- ✓ **In Person.** Submit the accomplished UPV Form C1 at the Office of the University Registrar, Miagao, Iloilo.
- ✓ **By Courier.** Send by courier the accomplished UPV Form C1 to the:
Office of the University Registrar
U.P. Visayas, Miagao, Iloilo
- ✓ **By Fax.** Fax the accomplished UPV Form C1 to the Office of the University Registrar through
Fax No. (033) 315-8556

❖ **Online Confirmation.** Confirm your decision to enroll in UPV through online via <http://crs.upv.edu.ph>.

- a) Locate your Student Number and PIN in your notice of admission. This is found at the bottom left of the notice. Your student number has the format 2015-xxxxx. Next to your student number is your PIN.
- b) Access the UP Visayas Online Confirmation system using the website <http://crs.upv.edu.ph>.
- c) Log in using your Student Number as your username and your PIN as your password at the Freshman Login link on the Registrar's Corner at the upper left of the homepage.
- d) Follow carefully the instructions found in the website.



PREPARATION FOR ENROLLMENT

A. Entrance Credentials. Please submit the following credentials and documents to the Office of the University Registrar **on or before** the deadlines stated below. **Place all these in a long cream/white folder:**

A.1. First Batch: Not later than Wednesday, 15 April 2015 (may be sent by courier)

- i. Original copy of High School card (Form 138) duly signed by the Principal and bearing the remark: **"Graduated and Eligible for Admission to College."**
- ii. Secondary Permanent Record (Form 137) with remarks **"Graduated and Eligible for Admission to College"** and **"Copy for UP Visayas"** (Official request can be downloaded at <http://crs.upv.edu.ph>)
- iii. Original Certificate of Live Birth issued by NSO
- iv. Two (2) identical 2x2 colored pictures with your name and signature at the back. *Scanned photos are not acceptable.*



FAILURE TO SUBMIT THE REQUIRED CREDENTIALS AND DOCUMENTS LISTED UNDER ITEM A.1. NOT LATER THAN 15 APRIL 2015 WOULD RESULT IN THE CANCELLATION OF YOUR SLOT.

A.2. Second Batch: Submission of the following not later than 08 May 2015 at the OUR

- v. Medical Certificate issued by the UPV Health Services Unit (*may be submitted on 15 April 2015 once available*).
- vi. Special Power of Attorney (SPA) designating a Legal Guardian for those freshmen whose parents are living outside Iloilo province and cannot respond immediately in case of emergency. Standard Format is downloadable at the <http://crs.upv.edu.ph> website. (The following can qualify as Legal Guardians: 1) landlord/landlady, 2) dorm head, 3) faculty, 4) relatives within the 3rd degree of consanguinity living in nearby towns within Iloilo province)
- vii. Student Directory to be signed by the student at the OUR (*upon completion of item B*)



Obtain your **Admission Slip** from the Office of the University Registrar after submitting all the documents stated in items A.1 and A.2 (i-vii).

B. Personal Account in the UPV-CRSIS. A database of UPV students is maintained in the UPV Computerized Registration and Student Information System (UPV-CRSIS). **Update your LOGIN DATA and PERSONAL INFORMATION** in the UPV-CRSIS using the website <http://crs.upv.edu.ph> from **27 to 30 April 2015**.

C. Medical and Dental Examinations. Prepare for your medical and dental examinations.

FOR STUDENTS WHO WILL ENROLL IN MIAGAO-CAMPUS

Pre-medical Examination: Submit yourself to the following: chest x-ray, CBC, fecalysis and urinalysis at the **UPV Health Services Unit (Infirmary) Miagao, Iloilo.**

- a) Present your UPCAT notice to the UPV HSU staff at Window 2 and get laboratory and x-ray request to avail the package rate of ₱ 180.00.
- b) Pay to the cashier and submit your request for laboratory and your specimen to the laboratory staff. If you have difficulty collecting your stool, please have your fecalysis done in other laboratories but you still have to pay the package of P180.00.

Kindly observe the following schedule:

Time for receiving and collection of specimen	Schedule for Releasing of Results	No. of students to be accommodated
8:00 am - 9: 00 am (M, W, Thu)	11:00 am	20 students
1:00 pm – 2:00 pm (Monday - Friday)	4:00 pm	20 students

- c) Proceed to the x-ray room and submit your request for the x-ray.

Medical and Dental Examination:

- a) Submit original copy of the laboratory results, one (1) long size white folder without label, one (1) piece 2x2 colored picture, and a photocopy of your UPCAT notice to Window 2. **Laboratory results should not exceed two weeks by the time you will have your medical and dental examinations.**
- b) Have your Medical and Dental Examination at **UPV Health Services Unit (Infirmary) at the Miagao Campus** (for Miagao-based degree programs) **from 9:00-11:00 a.m. and 2:00-4:00 p.m. during the period 23 March to 08 May 2015, Mondays to Fridays** except on Holidays. If your schedule is in the afternoon, please anticipate that there is a possibility that you cannot finish it in one day. However, you will be accommodated the following day to finish your physical examination. **Please follow your assigned schedule posted in the UPV-CRSIS using the website <http://crs.upv.edu.ph>.**

FOR STUDENTS WHO WILL ENROLL IN ILOILO CITY CAMPUS

- a) Submit yourself to the following: chest x-ray, CBC, fecalysis and urinalysis at any government or private laboratories. **Laboratory results should not exceed two weeks by the time you will have your medical and dental examination.**
- b) Submit original copy of the laboratory results, one (1) long size white folder, one (1) 2x2 colored picture, and photocopy of your UPCAT notice.
- c) Have your Medical and Dental Examination at **UPV Health Services Unit (Clinic), Iloilo City** (for BS in Accountancy, BS in Business Administration (Marketing) and BS in Management) **from 8:30-11:00 a.m. and 1:30-4:00 p.m. during the period of 23 March to 08 May 2015, Mondays to Fridays** except on Holidays and day-offs to be posted later.

Important:

No medical and dental examination for SBP (Math) Qualifiers during the schedule of Summer Bridge Program. Please get your medical certificate after completing your medical and dental examinations for submission to the Office of the University Registrar. For inquiries, please see or call the following:

Miagao Campus

Health Services Unit
U.P. Visayas, Miagao
Tel. No. (033) 315-8301
Trunklines: (033) 315-9625; 508-4164; 508-4165 Local 227

Iloilo City Campus

Health Services Unit
U.P. Visayas, Iloilo City
Tel. No. (033) 337-8594

DORMITORY ACCOMMODATION

For instructions and information regarding application for dormitory accommodation, please check the UPV CRSIS website <http://crs.upv.edu.ph> starting **01 April 2015**. The dorm manager and personnel will entertain queries on the said date.

CONTACT INFORMATION:

Ma. Beatriz Valencia
Dormitory Manager, Balay Ilonggo
UP Visayas, Iloilo City
Tel. No. (033) 509-2278,
(033) 337-6582

Divina Punongbayan
Dormitory Manager, Balay Kanlaon
UP Visayas, Miag-ao, Iloilo
Tel. No. (033) 315-8357

Aster Tronco
Dormitory Manager, Balay Lampirong
UP Visayas, Miagao, Iloilo
Tel. No. (033) 315-8358

FRESHMEN ORIENTATION

It is a MUST to attend the orientation of all incoming students. The orientation provides vital information to guide incoming freshmen on the challenges and opportunities for growth in the college life at UPV.

The schedules for the Freshmen Orientation and Parent's Orientation Program **will be posted later**. Please check the website <http://crs.upv.edu.ph> for the announcements. For more information, please see or call the following:

Miagao Campus

Office of Student Affairs
U.P. Visayas, Miagao, Iloilo
Tel. No. (033) 513-7019
Trunklines (033) 315-9625/ 508-4164/ 508-4165 Local 168

Iloilo City Campus

Office of Student Affairs
U.P. Visayas, Iloilo City
Tel. No. (033) 337-6582
(033) 509-3417



The University of the Philippines is committed to meeting the financial needs of students who can enter its academic programs.

It is important to understand that all students of UP receive support from the government. To make the University accessible to families who may have difficulty paying for college, the University's Socialized Tuition System and Financial Assistance programs provide financial aid to those who need it.

TUITION DISCOUNTS

The Socialized Tuition System (ST System) of UP determines the tuition rates based on the ability to pay of the family or household where a student belongs. The ST System is designed to help families from low to middle-income families by granting tuition discounts that cover one academic year. In certain cases, the ST System grants monthly stipend worth ₱3,500 to students who need additional financial assistance. We determine your tuition discount based solely on your family or household's financial need.

However, the tuition discount is not automatic. All prospective students must login to <http://sts.up.edu.ph/>. If you wish to apply, you will be asked to provide information about their household, family income, and financial circumstances. Once we have reviewed your application, you will be notified of your tuition discounts for the coming academic year.

ELIGIBILITY FOR TUITION DISCOUNT

To qualify for tuition discount, you must:

1. Be a Filipino;
2. Be a bonafide undergraduate student.
3. Except for students of Law and Medicine, the applicant must not have a bachelor's degree. For new students, the applicant must have an admission slip;
4. Never have been adjudged guilty of any offense that carries a penalty of more than 30 days suspension; and
5. Be in need of financial assistance as determined by the University.

APPLICATION PROCESS

1. Visit <http://sts.up.edu.ph/> and log in using your Student No. (2015-xxxxx) and 5-digit PIN.
2. Indicate your intent to apply and your consent to the terms and conditions of the Socialized Tuition System.
3. Complete your Student Profile with information about yourself and your parents/guardian and siblings.
4. Answer the Household Characteristics questionnaire.
5. Accomplish the Household Income form.
6. Review all entries before proceeding to submission. You cannot view or change your answers after you submit your application.
7. Proceed to submission. You and your parents/guardian need to indicate consent to the terms and conditions of the application.
8. Confirm submission of your application.

You are not required to submit any documents (e.g., income tax return, employment contract, etc.) to complete the tuition discount application process.

You may view the results by logging into <http://sts.up.edu.ph/> using your account. The schedule of release of results is posted in the Announcement tab.

APPEAL PROCESS

You may request the University to reconsider your applications if your tuition discount does not match your family's ability to pay. To do so, you must file an APPEAL and provide information about financial and other relevant circumstances about your family. The Committee on Scholarships and Financial Assistance reviews the information you provide in order to determine your final tuition discount for the upcoming academic year.

OTHER FINANCIAL ASSISTANCE PROGRAMS

Prospective students can apply to a variety of financial assistance programs of UP.

Scholarship and Grants programs provide monthly living allowance and other forms of aid to qualified students. Financial aid shall cover one semester. Renewal is based on the academic performance of the student in the previous term.

The University also allows enrolled students to defer a portion up to 100% of tuition payments within a semester. Student loans are granted during the enrollment period and must be settled at the end of the semester when the loan was obtained.

HELP DESK

We strive to make our financial assistance application process as accessible and efficient as possible.

If you need more information on tuition discounts and other financial assistance services, you may visit <http://sts.up.edu.ph/> and contact the Socialized Tuition Helpdesk in any of our campuses.

For more information, you may contact us at (033) 513 7019 (Miagao campus) and (033) 509 3417 (Iloilo City campus) or visit our Facebook page "UPV Socialized Tuition Office" at www.facebook.com/UPVSTO and follow us on Twitter "@upvSTO" at www.twitter.com/upvSTO or email us at upvsto@gmail.com.

Advance Placement Exam or APE (OPTIONAL)

If your degree program requires **Math 11** (College Algebra), you **may** take the advance placement exams in this subject. If you pass the placement exam, you are no longer required to enroll in this course. The schedule and the examination fee are as follows:

<i>Subject</i>	<i>Date & Time</i>	<i>Venue</i>	<i>Fee</i>
Math 11 (College Algebra)	TO BE ANNOUNCED*	Div. of Physical Sciences & Mathematics, CAS Bldg	P 140.00

- (a) Obtain an application form (APE Form01) from the Office of the University Registrar and fill this out. You may also download this form at the freshman login page of the UPV-CRSIS website <http://crs.upv.edu.ph>.
- (b) Pay the necessary fees at the UPV Cash Office and present the Official Receipt to the Office of the University Registrar together with completely filled out application form (3 copies). Deadline for the application will be posted later.
- (c) Present the student's copy to the proctor on the day of the exam.

*Note Kindly check the website <http://crs.upv.edu.ph> for further notice about the schedule of examinations.

ON-LINE COLLECTION OF ENROLLMENT FEES

Please be informed that students can now **pay** their respective school fees thru ANY Land Bank Branch all over the country. The UPV Account Details are as follows:

Account Name : **U.P. Visayas**
Account Number : **3052-2220-00**

Payments can only be made **either** thru bank or directly at the Cash Office **after the students have been assessed by their respective colleges.**

If payment is made thru bank:

- a. Payer should **accomplish in 3 copies the "ON-COLL" Deposit Slip**. The amount paid should be equal to the amount shown in the Computerized Registration System (CRS). **Partial payment is not allowed.**
- b. Validated copy of the deposit slip should be presented at the Cash Office for **"CLEARANCE"** of the student in the CRS. Clear fax or scanned copy of the validated deposit slip is also acceptable. Cleared students can then proceed to their respective College Secretary's Office

NOTE: Any LBP branch will not accept payment beyond the specified enrollment period.

ENROLMENT OF INCOMING FIRST YEAR STUDENTS

The advance registration for incoming first year students will be on **Tuesday, 12 to Thursday, 14 May 2015**. For incoming freshmen who are required to take the Summer Bridge Program (SBP) in Math, enrollment is on **04 August 2015**. Submit your SBP Certificate of Attendance/Completion to the Office of the University Registrar as requirement for issuance of Admission Slip.

Where to proceed on enrolment day?

If your Degree Program is	College	Location of the Office of the College Secretary
BA in Communication & Media Studies BA (Community Development) BA (History) BA (Literature) BA (Political Science) BA (Psychology) BA (Sociology)	BS in Applied Mathematics BS (Biology) BS in Chemistry BS in Computer Science BS in Economics BS in Public Health BS in Statistics	College of Arts & Sciences Miagao, Iloilo
BS in Fisheries	College of Fisheries & Ocean Sciences Miagao, Iloilo	Basement, CAS Building, Miagao, Iloilo
BS in Chemical Engineering BS in Food Technology	School of Technology Miagao, Iloilo	2 nd Floor, CFOS Administration Bldg., Miagao, Iloilo
BS in Accountancy BSBA (Marketing) BS in Management	College of Management Iloilo City	2 nd Floor, CM Bldg., Iloilo City

ADDITIONAL INFORMATION FOR INCOMING FIRST YEAR STUDENTS

I. Financial Information. Following is the UPV Schedule of Fees

Tuition.....	Depends on STS Tuition Discount (<i>see http://sts.up.edu.ph</i>)		
Laboratory Fee.....	Depends on the Subject (could range from P100.00 to P1000.00)		
Miscellaneous.....	a total of P 1,405.00 with breakdown as follows:		
		Registration	P 40.00
		Medical	P 50.00
		Library	P 700.00
		Athletic	P 55.00
		Cultural	P 50.00
		Internet	P 260.00
		Energy	P 250.00
Student Fund.....	P 46.50		
NSTP.....	P 900.00		
Deposit.....	P 100.00		
Entrance.....	P 30.00		
ID.....	P 130.00		

II. Opening of Classes. The opening of classes is on **Tuesday, 11 August 2015**. Please check on the website <http://crs.upv.edu.ph> for more information.


JOSE A. GO
University Registrar