CONGRATULATIONS! You have qualified for admission to the University of the Philippines Visayas. Please be guided by the instructions below.

1. **Confirmation of your decision to enroll in UPV.** Confirm your decision to enroll in UPV for the First Semester 2012-2013 either at the Office of the University Registrar (OUR) or online through the internet starting Monday, 13 February until Friday, 13 April 2012. Failure to do so would result in the cancellation of your slot.

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

   (a) **In Person.** Submit the accomplished UPV Form C1 at the Office of the University Registrar, Miagao, Iloilo.

   (b) **By Courier.** Send by courier the accomplished UPV Form C1 to the: Office of the University Registrar U.P. Visayas, Miagao, Iloilo

   (c) **By Fax.** Fax the accomplished UPV Form C1 to the Office of the University Registrar through Fax No. (033) 315-8556.

1.2 **Online Confirmation through the Internet.** Confirm your decision to enroll online.

   (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 2012-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.

2. **Application for financial assistance under the Socialized Tuition and Financial Assistance Program (STFAP).** See enclosed instructions for application when applying for financial assistance under the STFAP.

   The University reserves the right to determine whether a student deserves financial assistance as well as the kind and amount of assistance based on the declared family income and other socio-economic indicators. If your annual family gross income is ₱500,001 – ₱1,000,000.00, obtain UPV Form C2 (Bracket “B” Certification) from the Office of the University Registrar, Miagao, Iloilo. You may also download UPV Form C2 at the freshman login page of the UPV-CRSIS website http://crs.upv.edu.ph. The accomplished UPV Form C2 should be submitted to the Office of University Registrar together with a photocopy of your parents’ Income Tax Return for 2011 from 14 – 25 May 2012.

3. **Preparation for Enrolment**

   3.1. Medical and Dental Examinations. Prepare for your medical and dental examinations. **For students who will enroll in Miagao campus:** Submit yourself to the following: chest x-ray, CBC, fecalysis and urinalysis at the UPV Health Services Unit (Infirmary) Miagao, Iloilo. Kindly observe the following schedule:

<table>
<thead>
<tr>
<th>Time for receiving and collection of specimen</th>
<th>No. of students to be accommodated</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am - 10: 00 am</td>
<td>10 students</td>
</tr>
<tr>
<td>1:00 am – 3:00 pm</td>
<td>10 students</td>
</tr>
</tbody>
</table>

   a. Present your notice of admission to the UPV HSU staff to avail the package deal of ₱180.00 for the above services.

   b. Submit original copy of the laboratory results, one (1) long size white colored folder, one 2x2 colored picture, and photocopy of your notice of admission. **Laboratory should not exceed two weeks by the time you will have your medical and dental examination.**

   c. 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 2 April - 31 May 2012, Mondays to Fridays except on Holidays.

   **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 2x2 colored picture, and photocopy of your notice of admission.
c. Have your Medical and Dental Examination at **UPV Health Services Unit (Clinic), Iloilo City** (for BS Accountancy, BSBA (Marketing) or BS Management) from 8:30-11:00 a.m. and 1:30-4:00 p.m. during the period 2 April - 31 May 2012, Mondays to Fridays except on Holidays.

Important: 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:

<table>
<thead>
<tr>
<th>Miagao Campus</th>
<th>Iloilo City Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services Unit</td>
<td>Health Services Unit</td>
</tr>
<tr>
<td>U.P. Visayas, Miagao</td>
<td>U.P. Visayas, Iloilo City</td>
</tr>
<tr>
<td>Tel. No. (033) 315-8301</td>
<td>Tel. No. (033) 337-8594</td>
</tr>
<tr>
<td>Trunklines (033) 315-9625/ 5084164, 5084165 Local 227</td>
<td></td>
</tr>
</tbody>
</table>

3.2 Freshman Orientation. It is a must to attend the orientation of all incoming students. The orientation prepares the student for the demands of college life.

(a) Please report to the Office of Student Affairs (OSA) at the campus where you will be based, to confirm your Orientation schedule not later than **Friday, 25 May 2012**. You are required to attend the whole-day activity on:

**For Miag-ao based students**

**28 or 29 May 2012** - AV Hall, Miagao Campus *(for other degree programs)*

<table>
<thead>
<tr>
<th>May 28 Schedule</th>
<th>Psychological Testing - 7:30 am – 12:00 noon</th>
<th>Orientation - 1:00 pm – 5:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 29 Schedule</td>
<td>Psychological Testing - 7:30 am – 12:00 noon</td>
<td>Orientation - 1:00 pm – 5:00 pm</td>
</tr>
</tbody>
</table>

**For Iloilo City-based students**

**29 May 2012**, - UPV Auditorium, Iloilo City Campus *(for BS Accountancy, BSBA (Marketing), BS Management students)*

<table>
<thead>
<tr>
<th>May 29 Schedule</th>
<th>Psychological Testing - 7:30 am – 12:00 noon</th>
<th>Orientation - 1:00 pm – 5:00 pm</th>
</tr>
</thead>
</table>

(b) Please bring with you the following when you come for the Psychological Testing:
1. One (1) pc colored 2x2 picture
2. One (1) black ballpen
3. Two (2) pcs Mongol pencils #2 with eraser
4. One (1) photocopy of High School Card (Form 138)
5. Snacks during the morning and the afternoon sessions

*There is a cafeteria where you can have lunch, or you can bring your own meal provision.*

(c) A parent/guardian is required to attend the Meeting of Parents with the OSA Director (half day only) at the campus where their child is based. The schedule of the Meeting of Parents is as follows:

**For Parents of Miagao – based**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 May 2012</td>
<td>8:30 AM – 12:00 NN</td>
<td>MILC, CAS Bldg., UPV Miagao</td>
</tr>
<tr>
<td>29 May 2012</td>
<td>1:30 PM – 5:00 PM</td>
<td>MILC, CAS Bldg., UPV Miagao</td>
</tr>
</tbody>
</table>

**For parents of Iloilo City - based students**

| 29 May 2012| 8:30 AM – 12:00 NN | Training Rooms 1 & 2, GCEB Bldg, UPV Iloilo City |

*(Please be reminded that only one parent/guardian is expected to attend the Meeting of Parents)*

For more information, please see or call the following:

<table>
<thead>
<tr>
<th>Miagao Campus</th>
<th>Iloilo City Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Student Affairs</td>
<td>Office of Student Affairs</td>
</tr>
<tr>
<td>U.P. Visayas, Miagao</td>
<td>U.P. Visayas, Iloilo City</td>
</tr>
<tr>
<td>Tel. No. (033) 513-7019</td>
<td>Tel. No. (033) 337-6582</td>
</tr>
<tr>
<td>Trunklines (033) 315-9625/ 5084164, 5084165 Local 168</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(033) 509-3417</td>
</tr>
</tbody>
</table>

3.3 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-colored folder:

3.3.1. **Not later than Friday, 13 April 2012 (may be sent by courier)**

(a) Original copy of High School card (Form 138) duly signed by the Principal and bearing the remark: “Graduated and Eligible for Admission to College.”

(b) Secondary Permanent Record (Form 137) with remarks “Graduated and Eligible for Admission to College” and “Copy for UPVisayas” *(official request can be downloaded at [http://crs.upv.edu.ph](http://crs.upv.edu.ph))*

(c) Original Certificate of Live Birth issued by NSO

(d) Two identical 2x2 colored pictures with your name and signature at the back. *Scanned photos are not acceptable.*
Important: FAILURE TO SUBMIT THE REQUIRED CREDENTIALS AND DOCUMENTS LISTED UNDER ITEM 3.3.1. NOT LATER THAN 13 APRIL 2012 WOULD RESULT IN THE CANCELLATION OF YOUR SLOT.

3.3.2. Submission of the following from 15 to 25 May 2012 at the OUR
  (e) Medical Certificate issued by the UPV Health Services Unit.
  (f) Student Directory to be signed by the student at the OUR (upon completion of item 3.4)
  (g) (For qualifiers with SBP requirement only) Certificate of Attendance/Completion (for Math), Certification with Conforme (for English), and both certificates (for Math & English)
  (h) UPV Form C2 (Bracket “B” Certification) and photocopy of Income Tax Return for 2011 for those who have a gross annual family income of P 500,001 – P1,000,000.00. A photocopy of parents’ Income Tax Return for 2011 is required for those who have a gross annual family income of more than P1,000,000.00. Please present original ITR for verification.

Important: Obtain your Admission Slip from the Office of the University Registrar after submitting all the documents stated in items 3.3.1 – 3.3.2. (a-h).

3.4. 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 15 to 25 May 2012.

4. Advance Placement Exam or APE (OPTIONAL). If your degree program requires Math 11 (College Algebra), Math 14 (Plane Trigonometry), Math 17 (Algebra and Trigonometry), or Chem 16 (General Chemistry), you may take the advance placement exams in these subjects. If you pass the respective placement exams, you are no longer required to enroll in these courses. The schedule and the examination fee are as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date &amp; Time</th>
<th>Venue</th>
<th>Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 11 (College Algebra)</td>
<td>15 May 2012/ 9 – 11 a.m.</td>
<td>CAS Bldg</td>
<td>P 140.00</td>
</tr>
<tr>
<td>Math 14 (Plane Trigonometry)</td>
<td>15 May 2012/ 1 – 3 p.m.</td>
<td>CAS Bldg</td>
<td>P 140.00</td>
</tr>
<tr>
<td>Chem 16 (Gen. Chem I)</td>
<td>16 May 2012/ 9 – 11 a.m.</td>
<td>CAS Bldg</td>
<td>P 140.00</td>
</tr>
</tbody>
</table>

*Note: The fee will be reduced correspondingly if you take APE in more than 1 subject; for two subjects – P200.00; for three subjects – P260.00.

Instructions:
(a) Obtain an application form (APE Form01) from the Office of the University Registrar and fill this out. You may also download this form 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) not later than 10 May 2012.
(c) Present the student’s copy to the proctor on the day of the exam.

5. Dormitory Accommodation.

For Miagao Applicants:
A) Kindly report and register to either Balay Lampirong or Balay Kanlaon, the freshmen dormitories in UPV Miagao. Admission is on a first come, first serve basis.
Balay Kanlaon can accommodate 172 slots (Male: 76 and Female:96).
Balay Lampirong can accommodate 112 slots (Male: 44 and Female: 68).
B) Requirements are as follows:
   1. UPCAT Notice (photocopy only)
   2. Latest 2011 Income Tax Return of parents (photocopy only)
   3. Certificate of Good Moral Character from High School Principal
   4. 3 pieces recent colored 2 x 2 picture with the name of the applicant at the back of the picture
   5. one (1) long, hard, cream folder with fastener
   6. Duly accomplished application form (can be downloaded at the UPV website: http://www.upv.edu.ph/upv/)
C) Schedule of Interview:
   Date: 26, 27, 30 April and 02 & 03 May 2012 - (for applicants with degree program)
   21 May 2012 – 25 May 2012 - (for applicants who are waitlisted to degree programs)
   Time: 9:30AM – 11:30AM; 2:00PM – 4:00PM
D) For more information, please see or call the following:
   Mrs. Divina B. Punongbayan Ms. Aster T. Tronco
   Dormitory Manager, Balay Kanlaon Dormitory Manager, Balay Lampirong
   UPVisayas, Miagao, Iloilo UPVisayas, Miagao, Iloilo
   Tel. No. 033-3158357 Tel. No. 033-3158358

For Iloilo City Applicants:
A) Kindly report and register to Balay Ilonggo, the only dormitory in Iloilo City campus. Balay Ilonggo can accommodate 32 slots (Male: 10 and Female: 22)
B) Requirements are as follows:
   1. UPCAT Notice (photocopy only)
   2. Latest 2011 Income Tax Return of parents (photocopy only)
   3. Certificate of Good Moral Character from High School Principal
   4. 3 pieces recent colored 2 x 2 picture with the name of the applicant at the back of the picture
   5. one (1) long, hard, cream folder with fastener
   6. Duly accomplished application form (can be downloaded at the UPV website: http://www.upv.edu.ph/upv/)
C) Important Schedules:

- **Deadline for submission of requirements:** 30 April 2012
- **Schedule of Interview:**
  - Date: 02 May - 21 May 2012
  - Time: 9:00AM – 11:30AM; 2:00PM – 4:00PM

D) For more information, please see or call:

Mrs. Ma. Beatriz Valencia
Dormitory Manager, Balay Ilonggo
UP Visayas, Iloilo City
Tel. No. (033) 509-2278, (033) 3376582

**REMINDERS FOR ALL DORM APPLICANTS:**

- Submission of complete requirements. Incomplete documents will not be entertained.
- Payment of 40% or P600.00 for lodging fee and other fees (i.e. electricity) is required upon check-in or lodging.
- Parents/guardians are required to sign contract with student upon acceptance in the dorm.

6. **Enrolment of Incoming First Year Students.**

Enrolment of incoming first year students will be on **Wednesday, 30 May 2012**. Where to proceed on enrolment day?

<table>
<thead>
<tr>
<th>If your Degree Program is</th>
<th>College</th>
<th>Location of the Office of the College Secretory</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Comm &amp; Media Studies</td>
<td>College of Arts &amp; Sciences, Miagao, Iloilo</td>
<td>Basement, CAS Building, Miagao, Iloilo</td>
</tr>
<tr>
<td>BA Community Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA Political Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA Sociology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Applied Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Computer Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Economics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Public Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Fisheries</td>
<td>College of Fisheries &amp; Ocean Sciences, Miagao, Iloilo</td>
<td>2nd Floor, CFOS Administration Bldg., Miagao, Iloilo</td>
</tr>
<tr>
<td>BS Chemical Engineering</td>
<td>School of Technology, Miagao, Iloilo</td>
<td>2nd Floor SOTECH Bldg., Miagao, Iloilo</td>
</tr>
<tr>
<td>BS Food Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS Accountancy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBA (Marketing)</td>
<td>College of Management, Iloilo City</td>
<td>2nd Floor, CM Bldg., Iloilo City</td>
</tr>
<tr>
<td>BS Management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION FOR INCOMING FIRST YEAR STUDENTS**

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

- **Tuition.** Depends on STFAP Bracket assignment
- **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. **Important Dates to Remember**

- **Registration for New Freshman.** Wednesday, 30 May 2012
- **Registration Period.** Monday, 28 May – Friday, 01 June 2012
- **Opening Exercises.** Monday, 04 June 2012
- **Start of Classes.** Monday, 04 June 2012
- **Last Day of Enrollment.** Friday, 01 June 2012

**JOSE A. GO**
University Registrar
CONFIRMATION OF ENROLLMENT

CONGRATULATIONS! You have qualified for admission to the University of the Philippines Visayas. Please confirm your decision to enroll in UP Visayas by filling out this form. Check the box, where appropriate, and fill in the blanks where necessary. Those who have confirmed online via CRSIS need not submit this form. We must receive your reply on or before Friday, 13 April 2012.

Name: _______________________________________________________________________
Address: _______________________________________________________________________

Degree Program you qualified for: ________________________________________________

1. Do you wish to confirm your enrollment in U.P. Visayas?
   ☐ YES.
   ☐ NO, because ___________________________________________________________________

   If YES, proceed to item nos. 2-4.
   If NO, please indicate your reason/s and sign below. Return the form to the Office of the University Registrar.

2. Did you confirm your enrollment online via the internet?  ☐ YES  ☐ NO

3. Do you wish to enroll in the program where you qualified as reflected in your admission notice?
   ☐ YES, skip no. 4  ☐ NO, proceed to no. 4

4. If you qualified for a Degree Program with Available Slot or if you want to change program, please write below, by order of preference, the degree programs you wish to be admitted in:
   a. ____________________________________________________________________________
   b. ____________________________________________________________________________

   Notes: Admission in your preferred degree program depends on availability of slots and your UPCAT score. Please call the Office of the University Registrar (Tel No. 033-3158556) or visit the website http://crs.upv.edu.ph on 15 – 18 May 2012 to check on your degree program assignment.

   For those who will apply for change of program and have been qualified in any of the two programs indicated in (a) & (b), please note that you could no longer return to your original program.

_________________________________________________________  Student No.: 2012 -- ☐ ☐ ☐ ☐
Signature of Student

Conforme: __________________________________________________________
Signature over Printed Name of Parent/Legal Guardian

Mailing Address: _______________________________________________________________________
Tel/Mobile Phone Number: ____________________________________________________________
Email Address: ________________________________________________________________