

APPLICATION AND ADMISSION

Application

Applications are accepted year-round, but supporting materials must be received no later than the application deadline for the corresponding academic year. This ensures sufficient time for the thorough processing of credentials. Applicants are required to submit the following documents:

- a. Accomplished application forms and information sheets with 2x2 size photo;
- b. Undergraduate transcript of academic records (including graduate and post-graduate, if applicable);
- c. Affidavit of no enrollment in other schools after graduation (applicable only to UPV graduates who graduated within 2 years or earlier and have not requested for honorable dismissal) upon application;
- d. Certificate of Honorable Dismissal/Certificate of Transfer Credential/ Certificate of Transfer Eligibility from the latest school attended (applicable only to non-UPV graduates and affix student's signature in the space provided, if required in the CTC);
- e. Original Birth Certificate issued by the National Statistics Office (NSO) or Philippine Statistics Authority (PSA);
- f. Original Marriage Certificate issued by the National Statistics Office (NSO) or Philippine Statistics Authority (PSA) (applicable only to married female applicants);
- g. Copy of the official receipt of application fee payment (local applicant - P250.00; foreign applicant – US\$20.00);
- h. Two (2) letters of recommendation from former professors and/or immediate supervisors.
- i. 4 copies of 2x2 pictures
- j. Other requirements may be prescribed by the college/school for specific degree programs.

International students must provide either a certification from the Office of the University Registrar of their previous institution confirming the use of English as the medium of instruction (if applicable) or the results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 in the paper-based test, at least 173 in the computer-based test, at least 61 in the internet-based test, or a minimum score of 5.5 in the International English Language Testing System (IELTS) or its equivalent. If applicants fail to meet this requirement for a degree program, they may still apply as "non-degree" students. However, within the first year of enrollment, they must successfully complete the required English course(s) at UPV or attain a valid English proficiency test score.

Students are required to submit their entrance credentials to be officially admitted to the University. Students with incomplete entrance credentials will be given provisional admission to the University for only one (1) year. Provisional admission may be extended beyond 1 year on a case-to-case basis, especially for reasons that are beyond the student's control. The student shall provide proof that they are processing their entrance credentials from their previous school.

It should be noted that enrollment in courses while provisionally admitted to the University is not official until complete entrance credentials are submitted. Further, a student with provisional admission may be endorsed for graduation upon submission of complete entrance credentials.

Admission

To be admitted to a master's program, applicants must possess a bachelor's degree from an accredited institution or its academic equivalent. Additionally, they must fulfill all other requirements specified for the desired degree. Unless waived for certain programs, applicants are also expected to complete and pass an entrance examination. On the other hand, admission to the doctoral program necessitates a master's degree from the university or another recognized higher education institution, or an equivalent degree or title. Moreover, candidates applying to the doctoral program must demonstrate intellectual aptitude, exhibit research capability, present evidence of scholarly achievements, and fulfill any additional requirements specific to their field of study.

Every applicant for admission shall undergo a thorough health examination. No person who has been diagnosed by the University Health Service as having a dangerous, infectious, or contagious disease, or who is physically unable to enroll in classes at any college or school of the university, shall be admitted to this university. [Art. 328, UP Code 1975]

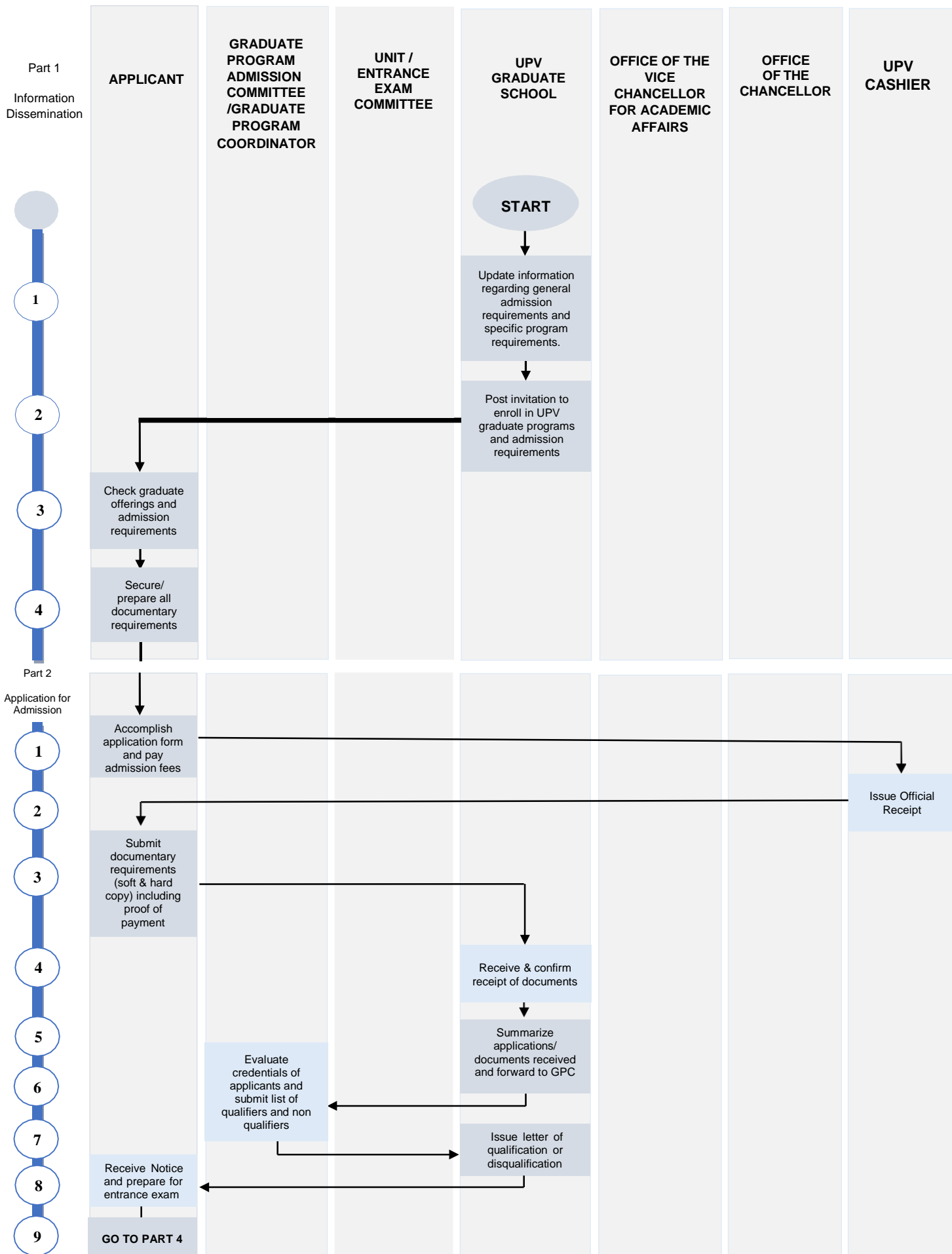
At the time of admission, every student must sign the following pledge: *"In exchange for my admission to the University of the Philippines and the privileges of a student in this institution, I promise and pledge to follow and abide by all the rules and regulations set by a competent authority in the university and in the college or school in which I am enrolled."* Refusing to accept this pledge or violating its terms will be grounds for dismissal or denial of admission. [Art 329, UP Code 1975]

Upon written appeal, admission may be deferred for a maximum period of one year. However, it is important to note that after the one-year deferral period, a fresh application for admission must be submitted.

Please find attached the flowchart illustrating the application and admission process, along with the corresponding application forms.

Admission to UPV Graduate Programs (PROGRAMS WITH ENTRANCE EXAM)

Parts 1 and 2. Information Dissemination and Application for Admission

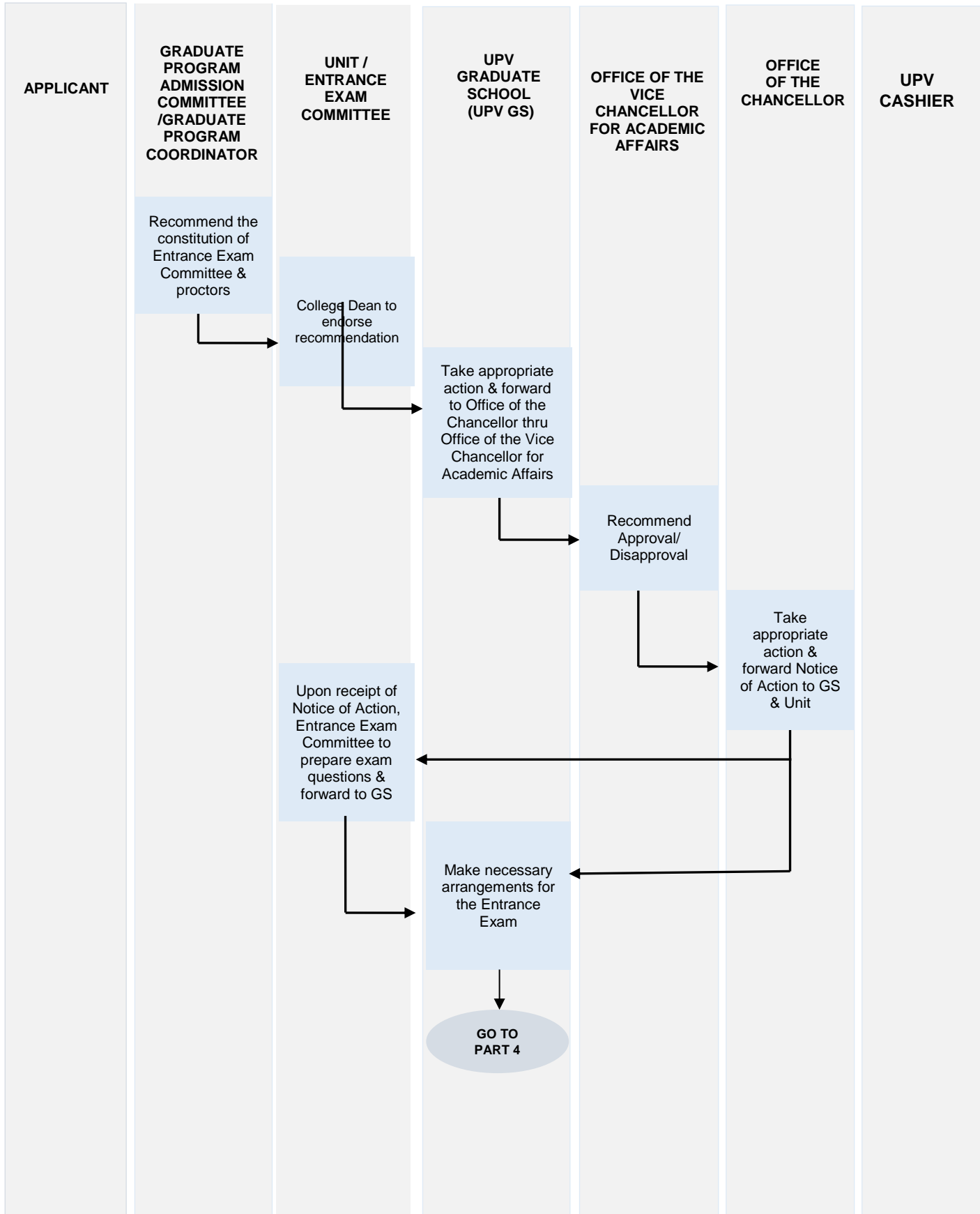


Admission to UPV Graduate Programs (PROGRAMS WITH ENTRANCE EXAM)

Part 3. Constitution of Entrance Exam Committee & Preparations of the Entrance Exam

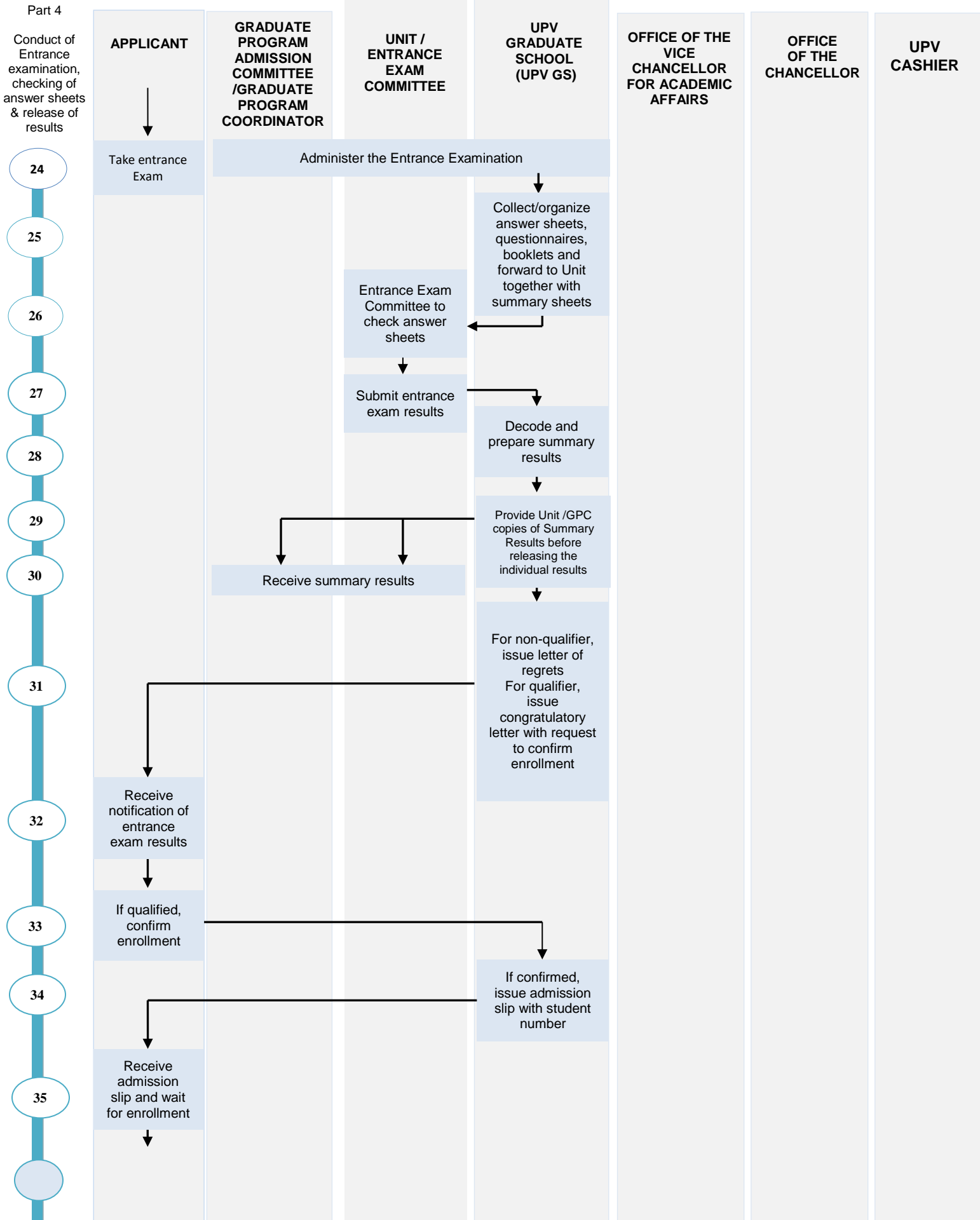
Part 3
Constitution of Entrance Exam Committee and Preparations for the entrance exam

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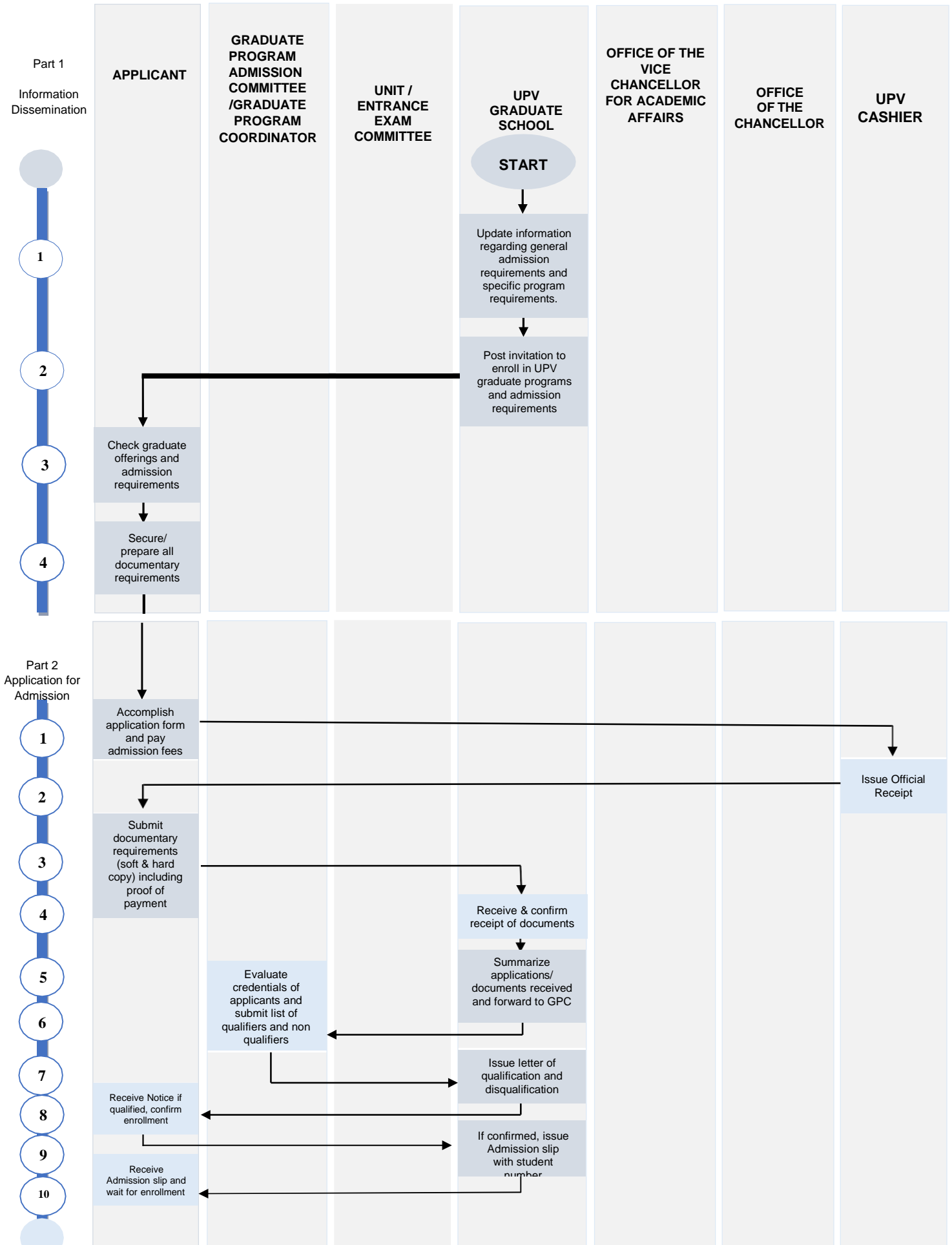
Admission to UPV Graduate Programs (PROGRAMS WITH ENTRANCE EXAM)

Part 4. Conduct of Entrance Exam, Checking of Answer sheets, Release of Results



Admission to UPV Graduate Programs (PROGRAMS WITHOUT ENTRANCE EXAM)

Part 1 and 2. Information Dissemination and Application for Admission





UNIVERSITY OF THE PHILIPPINES VISAYAS

GRADUATE SCHOOL

General Luna St., 5000 Iloilo City, Philippines

Telefax No. (033) 337-7982

Email Address: gs-secretary.upvisayas@up.edu.ph



APPLICATION FOR ADMISSION

Attach 2x2
colored
photo

NAME: _____
(Last Name) (First Name) (Middle Name)

Sir/ Madam:

I would like to apply for admission as a *part-time/full-time student* (encircle) in the graduate program offered by UP Visayas: (please check appropriate box)

MIAGAO CAMPUS	ILOILO CITY CAMPUS
1. Dissertation Track	1. Thesis Track
<input type="checkbox"/> PhD in Fisheries (PhD-Fish)	<input type="checkbox"/> MS Biology (MSBio)
	<input type="checkbox"/> Developmental Biology
2. Thesis Track	<input type="checkbox"/> Environmental Biology
<input type="checkbox"/> MS in Fisheries (MSF)	<input type="checkbox"/> Marine Biology
<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Microbiology
<input type="checkbox"/> Fish Processing Technology	2. Non-Thesis Track
<input type="checkbox"/> Fisheries Biology	<input type="checkbox"/> Master of Management (MM)*
<input type="checkbox"/> MS Ocean Sciences (MSOS)	<input type="checkbox"/> Business Management
<input type="checkbox"/> MS Food Sciences (MSFS)	<input type="checkbox"/> Public Management
<input type="checkbox"/> Food Chemistry	3. Non-Thesis Track (with Plans A and B options)**
<input type="checkbox"/> Food Engineering	<input type="checkbox"/> Master of Education (MEd)
<input type="checkbox"/> Food Processing	<input type="checkbox"/> Biology
3. Special Problem Track	<input type="checkbox"/> English as a Second Language
<input type="checkbox"/> Master of Marine Affairs (MMA)	<input type="checkbox"/> Filipino
<input type="checkbox"/> Professional Masters in Tropical Marine Ecosystems (PM-TMEM)	<input type="checkbox"/> Guidance
	<input type="checkbox"/> Mathematics
	<input type="checkbox"/> Physics
	<input type="checkbox"/> Reading
	<input type="checkbox"/> Social Studies
	<input type="checkbox"/> Master of Chemistry (MChem)
	4. Diploma Program
	<input type="checkbox"/> Diploma in Urban and Regional Planning (DURP)
<input type="checkbox"/> Non-degree student	<input type="checkbox"/> Special Student

NOTE: *MM program requires a minimum of 2 years work experience.

** Plan A option – with special Problem
Plan B option – with comprehensive examinations

Attached are the following documents needed for the evaluation of my application:

- a) Accomplished application forms and information sheets with passport size photo;
- b) Undergraduate transcript of academic records (including graduate and post-graduate, if applicable);
- c) Affidavit of no enrollment in other schools after graduation (applicable only to UPV graduates who graduated within 2 years or earlier during the time of application and have not requested for honorable dismissal);
- d) Certificate of Honorable Dismissal/ Certificate of Transfer Credential/ Certificate of Transfer Eligibility from the latest school attended (applicable to non-UPV graduates and to UPV graduates who have enrolled in other schools; affix student's signature in the space provided, if required in the CTC);
- e) Original Birth Certificate issued by the National Statistics Office (NSO) or Philippine Statistics Authority (PSA);
- f) Original Marriage Certificate issued by the National Statistics Office (NSO) or Philippine Statistics Authority (PSA) (applicable only to married female applicants);
- g) Copy of the official receipt of application fee payment (local applicant - P250.00; foreign applicant – US\$20.00);
- h) Two (2) letters of recommendation from former professors and/or immediate supervisors.
- i) Four (4) copies of 2x2 pictures
- j) Other requirements as may be prescribed by the college/school for specific degree programs.

Truly yours,

Signature of Applicant

Date

Return Address: _____

E-mail address: _____

Telephone No. _____

Mobile No. _____

NOTE:

For foreign students from countries where English is not the medium of instruction and/or not the native language, the following rating of Test of English as a Foreign Language (TOEFL) is required: Paper-based: at least 500 and up; Computer-based: at least 173 and up; and Internet-based: at least 61 and up. This is in addition to other requirements of specific graduate programs of UPV.

When admitted to any graduate program of UPV, the students are responsible for following-up the release/transmittal of their official transcript of records from their last school attended to the UPV Office of the University Registrar.

INFORMATION SHEET
(Please type or print legibly)

PERSONAL DATA

1. Name _____

First
Middle
Last
2. Date of Birth _____
3. Permanent Address _____
4. Mailing Address _____
5. E-Mail Address _____
6. Telephone No. _____ Mobile No. _____
7. Civil Status _____ Sex _____
8. Citizenship _____ No. of Dependents _____

I. Educational Attainment

Secondary School, Colleges, and Graduate Schools Attended	Inclusive Dates of Attendance	Highest Degree	Date Conferred

II. Academic Honors, Awards, Scholarships

Awards	Institution Conferring Award	Date Conferred

III. Work Experience (Start from the latest position) (You may use additional sheet)

Position	Employer/ Institution	Inclusive Dates From To	Brief Description of Duties

IV. Professional and Civil Service Examination Taken

Title of Examination	Date Taken	Rating

V. Professional Articles Published/Creative Outputs (*You may use a separate sheet*)

Title of Publication and Where Published	Date Published

VI. Professional and Community Organization (*Start from the present*). (*You may use a separate sheet*)

VII. Brief Description of your Thesis/Dissertation topic of interest (*for applicants to the thesis/dissertation programs only*). (*You may use a separate sheet*)

VIII. List down below the names and addresses of your present employer and/or previous employer or professors whom you have asked to fill out the Personal Recommendation Form, to be mailed separately to the School. Please note that it is your responsibility to check with the referee to assure prompt submission of the recommendations.

Name _____	Name _____
Position _____	Position _____
Address _____	Address _____

I hereby certify that the information given above are true to the best of my knowledge. It is understood that upon my admission to the University of the Philippines Visayas (UPV), I shall be governed by the rules and regulations of UPV and the University of the Philippines System.

Date

Signature of Applicant



UNIVERSITY OF THE PHILIPPINES VISAYAS

GRADUATE SCHOOL

General Luna St., 5000 Iloilo City, Philippines

Telefax No. (033) 337-7982

Email Address: gs-secretary.upvisayas@up.edu.ph**CONFIDENTIAL REFERENCE LETTER**

- Reference letters are to be placed in an envelope, endorsed across the back seal, and returned to the applicant or mailed by the Referee to: *The Dean, Graduate School, University of the Philippines Visayas, General Luna Street, 5000 Iloilo City, Philippines*. Applicants are not to open the envelope.
- The person whose name appears below has applied for admission to the Graduate Program. Your assessment of his/her personal qualification will be most helpful in our consideration of his/her application. This recommendation will be considered strictly confidential. If additional space is needed, please use additional sheets.

1. Name of Applicant _____
2. Degree Program _____
3. How long have you known the applicant? _____
4. In what capacity have you known the applicant? _____
5. Do you believe that the applicant is prepared for graduate work? _____
6. What do you think are the strengths and weaknesses of the applicant? _____
7. How would you rate him/her on the following scale?

	Excellent	Very Good	Good	Average	Poor
Intellectual Ability					
Diligence					
Leadership					
Administrative Ability					
Cooperation					
Dependability					
Integrity					
Ability to express himself orally					
Ability to express himself in writing					

8. What other information could you provide about the applicant? _____

Signature _____ Position _____

Name in Print _____ Organization _____

Address _____ Address _____