



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

- 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 upon application (applicable only to UPV graduates);
- d) Certificate of Honorable Dismissal/ Certificate of Transfer Credential/ Certificate of Transfer Eligibility from the latest school attended (applicable only to non-UPV graduates; with 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) (and Birth Certificate from the Local Civil Registry if PSA/NSO copy is not clear);
- 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 from UPV Cash Office (local applicant - P250.00; foreign applicant – US\$20.00);
- h) Two (2) letters of recommendation from former professors and/or immediate supervisors;
- i) 3 copies of 2x2 pictures; and
- 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: \_\_\_\_\_  
Tel. 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 above; Computer-based: at least 173 and above; and Internet-based: at least 61 and above. 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 \_\_\_\_\_ Sex at Birth/Gender \_\_\_\_\_ Civil Status \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Mailing Address \_\_\_\_\_
5. Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
6. E-mail Address/es: \_\_\_\_\_
7. Citizenship \_\_\_\_\_ No. of Dependents \_\_\_\_\_
8. Please indicate means of support for the duration of your study:  
 Self-supporting       Others, specify: \_\_\_\_\_

**I. Educational Attainment**

Secondary School, Colleges, and Graduate Schools Attended	Inclusive Date 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 Date From To	Brief Description of Duties

**IV. Professional and Civil Service Examination Taken**

Title of Examination	Date Taken	Rating

**V. Professional Articles Published** (*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*)

Name of Organization	Classification (Professional, Civic, Religious, etc.)

**VII. Brief Description of your Thesis/Dissertation topic of interest** (*for applicants to 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 sent via the online portal or submitted in a sealed envelope. 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**  
 Ground Floor, Graduate and Continuing Education Building (GCEB)  
 General Luna St., 5000 Iloilo City, Philippines  
 Telefax No. (63-33) 337-7982  
 E-mail: [gs-secretary.upvisayas@up.edu.ph](mailto: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 School. 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 \_\_\_\_\_ Degree Program \_\_\_\_\_
2. How long have you known the applicant? \_\_\_\_\_
3. In what capacity have you known the applicant? \_\_\_\_\_
4. Do you believe that the applicant is prepared for graduate work? \_\_\_\_\_
5. What do you think are the strengths and weaknesses of the applicant? \_\_\_\_\_
6. 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					

7. What other information could you provide about the applicant?  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_

Name in Print \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_