

# INSTRUCTIONS FOR THE SUBMISSION OF APPLICATION FOR TRANSFER/SECOND DEGREE/NON-DEGREE TO UP VISAYAS AY 2022-2023

1. Download and fill up the Application for Admission Form.
  - For local applicants, download [here](#).
  - For foreign applicants, download [here](#).
2. Requirements for submission.
  - Local Transfer Applicants from another School/University
    - Accomplished UP Form 3.1
    - Transcript of Records/True Copy of Grades duly signed by the Registrar and with school seal (1 original and 2 machine copies)
    - **For second-degree/non-degree applicants**, proof of payment for the non-refundable application fee of P100.00 paid to the UPV Cash Office
  - Foreign Applicants
    - Accomplished UP Form 3.2
    - Proof of payment for the non-refundable application fee of P150 for resident foreign students and US\$20 for non-resident foreign students paid to the UPV Cash Office
    - Official Transcript of Records from each college attended and official examination certificates, if any (2 copies)
    - Course syllabus, school catalogue, and handbook of examination (2 copies)
    - Official TOEFL results/a certification that English is the medium of instruction from the school the student has attended
3. Scan the application form and required documents into one file in pdf format.  
Label the file as **Lastname\_Firstname\_Type of Applicant (e.g. Cruz\_Ana\_T2)**
4. Submit the e-copy of your application documents [here](#).

***Starting 02 June 2022, applications submitted via email will not be entertained.***

5. After submitting online, send your original application form and documents through courier to this address:  
  
PROF. NIEVES A. TOLEDO  
OFFICE OF THE UNIVERSITY REGISTRAR,  
NEW ADMINISTRATION BUILDING, UP VISAYAS, MIAGAO 5023, ILOILO  
CONTACT NUMBER: 0953-377-0543
6. **The deadline for submission of the application documents is on 26 July 2022.**
7. The result of your application will be sent to your email.

**Note:**

- ***Incomplete application documents will not be processed.***
- ***Admission to a program is provisional subject to submission and verification of the original application documents.***