

INSTRUCTIONS FOR THE SUBMISSION OF APPLICATION FOR TRANSFER/SECOND DEGREE/NON-DEGREE TO UP VISAYAS AY 2024- 2025

- 1. Download and fill out the Application for Admission Form.**
 - For local applicants and Filipinos studying in schools abroad, download [here](#).
 - For foreign applicants, download [here](#).
- 2. Requirements for submission.**
 - **LOCAL TRANSFER APPLICANTS FROM ANOTHER SCHOOL/UNIVERSITY AND FILIPINOS STUDYING IN SCHOOLS ABROAD**
 - 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. The instructions for payment can be accessed [here](#).
 - **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. The instructions for payment can be accessed [here](#).
 - 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. Submit in person or send through courier your original application form and documents to this address:**

PROF. NILO C. ARANETA
OFFICE OF THE UNIVERSITY REGISTRAR,
NEW ADMINISTRATION BUILDING, UP VISAYAS, MIAGAO 5023, ILOILO
CONTACT NUMBER: 09854345235 / 09453446794 / (033) 315-8556

Applications submitted via email will not be entertained.

- 4. The deadline for submission of the application documents is on 05 July 2024.**
- 5. 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 verification of the original entrance credentials.***

OFFICE OF THE UNIVERSITY REGISTRAR
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