



UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE UNIVERSITY REGISTRAR
Miagao, 5023 Iloilo, Philippines
Tel/Fax No.: (033) 315-8556



Email: admissions.our.upvisayas@up.edu.ph
our.upvisayas@up.edu.ph

Staple 1 recent 2"x2" or
passport size photograph
here.
Please sign photograph at the
back

UNDERGRADUATE
ADMISSION APPLICATION
(FOR LOCAL APPLICANTS)
SEM/SCH.YR

Application fee for Second Degree
applicants: P100.00
(Non-refundable)
O.R. No.
Date By
EVALUATION
GWA Units
Degree
Referred to
Deficiencies
Do not write inside this box.

NAME: \_\_\_\_\_

LAST FIRST MIDDLE MAIDEN
SEX [ ] Female [ ] Male CITIZENSHIP RELIGION

CIVIL STATUS [ ] Single [ ] Married If married, name of Spouse

DATE OF BIRTH PLACE OF BIRTH EMAIL ADDRESS/CONTACT NOS.

PERMANENT HOME ADDRESS

CURRENT/MAILING ADDRESS

NAME OF FATHER NAME OF MOTHER

- STATUS: [ ] TRANSFER STUDENT (Has taken college courses)
[ ] REJOINING (UP graduate applying for a second degree)
[ ] DEGREE HOLDER FROM OTHER SCHOOLS (Graduated from another school applying for a second degree)
[ ] OTHERS specify (Non-Degree, Special Student, etc.)

DEGREE PROGRAM/S APPLIED FOR (for transfer, rejoining, or second degree applicants only; list according to priority)

1. 2. 3.

HIGH SCHOOL ATTENDED: Name of School Location Years Attended Date of Graduation

COLLEGE/S ATTENDED: Name of School(s) Location Sem(s) & Years(s) Attended Degree Pursued Date of Graduation

Are all grades for all collegiate subjects enrolled in already submitted with this application? (For transfer, rejoining, second degree applicants only)
[ ] Yes [ ] No

Are you enrolled this Summer/Midyear? (For transfer, rejoining, second degree applicants only)
[ ] Yes [ ] No

Have you ever been subject to academic or disciplinary action (i.e. probation, suspension, dismissal, expulsion) from any institution attended?
[ ] No [ ] Yes If yes, explain, giving the date and other details:

I hereby affirm that all information supplied herein is complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agree to abide by the policies, rules and regulations of the University of the Philippines.
I further certify that I have read the University of the Philippines' Privacy Notice for students and understand that for the UP System to carry out its mandate under the 1987 Constitution, the UP Charter, and other laws, that the University must necessarily process my personal and sensitive personal information.
Therefore, I grant my consent to and recognize the authority of the University to process my personal and sensitive personal information pursuant to the abovementioned Privacy Notice and other applicable laws.
Signature of the student over printed name Date

## **GUIDELINES FOR TRANSFER FROM OTHER UNIVERSITIES AND COLLEGES**

Students with previous college work from another University who want to transfer to the University of the Philippines (UP) must satisfy all admission requirements of the accepting unit/college. Applicants for transfer shall be considered for admission to the University only during the first semester of each academic year.

### **BASIC QUALIFICATIONS FOR TRANSFER APPLICANTS:**

1. must have completed at least 33 units of collegiate academic courses (excluding religion, P.E., NSTP/CWTS, and vocational courses);
2. must have obtained a general weighted average of 2.0, 86%, or B or better for all the collegiate academic units he has earned outside of the University; some programs required a higher weighted average than that prescribed above. For applicants for second degree, the grade requirement is generally waived for a bachelor's degree holder, but not for those who have earned a title below a baccalaureate degree (e.g., certificate)
3. he will have to complete in the University no less than 50% of the units required for his program; and
4. the quota set by the Dean of the college or school concerned for the course to which he seeks admission, has not yet been filled up.

*To graduate with honors, he/she will have to complete 75% of the required number of units and must be in residence for 2 years.*

### **APPLICATION REQUIREMENTS:**

*Every new transfer applicant should submit the following at least one month prior to registration:*

1. an accomplished application form (UP Form 3.1)
2. attach an official copy of grades from each college attended signed by the Registrar or his/her authorized representative; or Official Transcript of Records (containing complete grades) with remarks "for evaluation purposes only" (1 original & 2 photocopies)
3. For second-degree applicants, a non-refundable application fee of P100.00 paid to the UPV Cash Office

### **Result of Application:**

The result of the initial evaluation done by the OUR will be available around the second week of August. Applicants who satisfy the minimum requirements will still be referred to the respective colleges for final action. You may inquire about the results around third week of August. **You may confirm your status of admission by calling the Office of the University Registrar at tel. no. (033) 315-8556.**

*Please make alternative plans in case you are not admitted.*

### **Submission of Entrance Credentials**

All qualified applicants whose applications have been processed by the OUR and evaluated by the concerned units must submit the following before they are finally accepted and issued the University Admission Slip:

1. Official Transcript of Records with remarks: Copy for UP Visayas - for NT, ND, & SD only

2. Certificate of Transfer Credentials or Honorable Dismissal - for NT, ND, & SD only
3. Medical Certificate from UP Health Services Unit
4. Original PSA Copy of Birth Certificate
5. Original PSA Copy of Marriage Contract (for married female applicants only)
6. 2 pcs. 2" x 2" or passport-sized photographs
7. Student Directory Form

*Codes:*

*NT – New Transfer*

*ND – Non-Degree*

*SD – Second Degree*

*SS – Special Student*

***If credentials submitted are confirmed to be spurious, admission will be revoked.***

### **Validation for Advanced Credits**

Advanced credits for courses taken outside the University may be granted upon passing the prescribed validation examination.

Admitted undergraduate transfer students must validate all the courses they are offering for advanced credits at the rate of at least 18 units a semester from the date of their admission. Their admission will be on probationary basis until all subjects taken outside UP which are required for their program have been validated or repeated, in accordance with the rule on validation of courses. Students will not be allowed to enroll in a subject, the prerequisites of which, taken elsewhere, have not been validated, or repeated, as the case may be.

Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation, provided they have a general weighted average of 2.0 or better. Before a student is allowed to major in any discipline, however, the major discipline may prescribe additional courses of up to 18 units of general education courses and/or preparatory courses for the major.

### **UNDERGRADUATE DEGREE PROGRAMS**

BA (Community Development)  
BA (History)  
BA (Sociology)  
BA in Communication and Media Studies  
BA in Literature  
BA in Political Science  
BA in Psychology  
BS in Biology  
BS in Accountancy (4.5 years)  
BS in Applied Mathematics  
BS in Business Administration (Marketing)  
BS in Chemical Engineering  
BS in Chemistry  
BS in Computer Science  
BS in Economics  
BS in Fisheries  
BS in Food Technology  
BS in Management  
BS in Public Health  
BS in Statistics

### **CONFORME:**

*This is to certify that I have read and understood and will abide by the Guidelines for Admission to the University of the Philippines Visayas.*

\_\_\_\_\_  
*Signature of the student over printed name & Date*