

GENERAL INFORMATION FOR UNDERGRADUATE FOREIGN APPLICANTS

To the Applicant:

Please read the following information carefully before submitting your application. Unless you qualify under any of the requirements stated below, it will not be advisable for you to apply. Only correctly filled up application forms with the required supporting documents and the non-refundable application fee of US\$20 and P150 for non-resident and resident foreign applicants, respectively, will be processed.

I. ADMISSION OF FOREIGN AND FILIPINO HIGH SCHOOL GRADUATES FROM ABROAD

A foreign applicant who graduated from a high school abroad and has not enrolled in college may be admitted to the freshman class by automatic admission without taking the UPCA, if s/he meets the following requirements:

1. Completion of a high school program in the country where s/he had secondary education (including the completion of a one- or two-year pre-university education in a country where such is a prerequisite for admission to a bachelor's degree program);
2. Qualifying in a college-qualifying national or international foreign-administered examination such as the Scholastic Aptitude Test (SAT), OR the General Certificate of Education (GCE) Examination, OR the International Baccalaureate Diploma (IB):

- **SAT:**

	REQUIRED MINIMUM SAT SCORES REDESIGNED SAT
TOTAL SCORE	1270
SECTION SCORES	
MATH	620
CRITICAL READING	-
EVIDENCE-BASED WRITING + CRITICAL READING	650

- **GCE:** 3 ordinary level passes and 2 advanced level passes; OR
- **International Baccalaureate (IB) Diploma**

II. ADMISSION OF TRANSFER APPLICANTS FROM FOREIGN COUNTRIES

A foreign student with credits for college-level work should meet the University requirements for transfer students:

1. must have obtained an average grade of 2.0, 86%, or B, or better, for all the collegiate academic units he has earned outside of this University; some programs required a higher weighted average than that prescribed above. For second degree applicants, 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);
2. must have completed at least 33 units of academic courses;
3. will have to complete in this university no less than 50% of the units required for his program, 75% if running for honors; and,
4. 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.

The University accepts transferees every first semester of the academic year.

If the applicant is transferring from another Philippine School, he should secure a permit to transfer from the Commission on Higher Education.

Advanced Credits

An admitted transfer student must validate all the courses he is offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three semesters from the date of his admission. His admission will be on a probation basis until such time as he shall validated or repeated in accordance with this rule on validation of courses, all the subjects taken outside UP which are required for his program. The student will not be allowed to enroll in a subject or subjects the prerequisite of which, taken elsewhere, have not yet been validated or repeated in this University.

III. NON-REGULAR STUDENTS

Non-regular students are (1) non-degree students, with credits, (2) cross-registrants, with credits; or (3) special students, without credit.

Non-Degree Student

A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take for credit courses on the graduate and/or undergraduate level, respectively, provided that this student satisfies the appropriate requirements for admission to the University. He shall not be allowed to enroll for more than one semester, except by special permission of the Dean of the college concerned and the Registrar.

Since he does not follow any organized program of study, a non-degree student is not a prospective candidate for graduation for any degree in the University.

Cross Registrants

Cross-registrants are students of other UP units or other institutions who enroll in a college/school of UP Visayas with credits.

Special Students

A mature student, even if he does not fully satisfy the entrance requirements, may be admitted as a special student and may enroll for such subject which, in the opinion of the instructor and the Dean, he has the necessary information and ability to pursue profitably. He shall not be allowed to enroll for more than 9 units a semester or to register for more than two years, except by special permission of the Dean. Subjects taken shall be non-credit although his work may be reported at the end of each semester as “satisfactory” or “unsatisfactory”.

III. REQUIRED DOCUMENTS FOR PURPOSES OF EVALUATION AND ISSUANCE OF NOTICE OF ADMISSION

1. U.P. Form 3.2 (Undergraduate Admission Application for Foreign Applicants)
2. A non-refundable application fee of P150 for resident foreign students and US\$20 for non-resident foreign students in money order, cashier's or manager's check payable to the U.P. Visayas.
3. Official Transcript of Records from each college attended and official examination certificates, if any (2 copies).
4. Course syllabus, school catalogue, and handbook of examination. (2 copies)
5. Certification from a reputable bank in the applicant's country about his capability to finance the travel, educational, personal and other expenses he is expected to incur in his studies in the Philippines/Statement of Funding Support. (2 copies)
6. Official TOEFL results with a minimum score of 500, if paper based, or 173, if computer based or 61 if internet based is also required of an applicant whose medium of instruction in school/s he attended is not English. Otherwise, the student shall submit a certification that English is the medium of instruction from the school he attended.
7. Copies of birth certificate and for married female applicant, marriage contract.
8. Valid passport, the pages showing the name, number, picture, date & place of birth, date and place of issuance, visa and authorized stay.
9. Two passport size 2" x 2" photos.
10. Alien Certificate of Registration for 9(f), 9(g), and 47(a)(2) visa holders.

For evaluation purposes, photocopies of records may be accepted provided they are properly authenticated by the Department of Education or by duly designated authorities in the country of the applicant. **Final admission will be subject to verification of documents submitted against original copies of credentials. Certified English translations should be submitted, where necessary.**

Credentials filed in support of the application become the property of the University of the Philippines and will not be returned to the applicant.

Result of Application:

The result of the initial evaluation done by OUR will be available within two weeks upon receipt of application requirements. Applicants who satisfy the minimum requirements will still be referred to the respective colleges for final action. You may inquire about the results after one month from the date of filing of your application at the OUR.

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 Copy of Transcript of Records
2. Accomplished Student Directory
3. 2 pcs. recent photos (2"x2" or passport-sized)
4. Medical Certificate from UP Health Services Unit
5. Birth Certificate with English Translation
6. Marriage Certificate with English Translation (if any), for married female applicant.
7. Official TOEFL results, if applicable
8. Valid passport, the pages showing the name, number, picture, date & place of birth, date and place of issuance, visa and authorized stay.
9. Alien Certificate of Registration or i-card.

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

Deadline for Filing Applications

To have ample time to secure his student visa and make necessary arrangements if accepted for admission, a foreign applicant should file his application for admission at least six months prior to the registration period of the semester applied for.

IV. IMMIGRATION REQUIREMENTS FOR FOREIGN STUDENTS

A foreign student may be allowed to enroll only if he has a student visa (9-f) or any of the following types of visa:

1. 9(e), 9(e-1) or 9(e-2) - foreign government official or dependent
2. 47(a)(2) - exchange fellow or scholar sponsored by an international organization
3. 9(g) - pre-arranged employment (working/missionary visa)
4. PD 218 -- foreign investor
5. 9(d) -- treaty trader
6. 13, 13(a) to 13(g) -- permanent resident

Visas other than student visa may be applied for at the Philippine Consulate/Embassy in the student's home country.

A foreigner with a tourist visa (9-a) will not be admitted.

V. SCHEDULE OF FEES

For Undergraduate Students

<i>Tuition Fee</i>	-	<i>P 1,000.00/unit</i>
<i>Miscellaneous</i>	-	<i>P 1,405.00</i>
<i>Student Fund</i>	-	<i>P 46.50</i>
<i>ID Fee</i>	-	<i>P 130.00</i>
<i>Entrance Fee</i>	-	<i>P 30.00</i>
<i>Deposit Fee</i>	-	<i>P 100.00</i>
<i>EDF* Non-resident</i>	-	<i>\$ 300.00/semester</i>
		<i>\$ 120.00/summer</i>
<i>Resident</i>	-	<i>\$ 150.00/semester</i>
		<i>\$ 60.00/summer</i>
<i>Laboratory fees</i>	-	<i>varies from P 150.00-P 1,000.00/course</i>

NOTE: The total number of units ranges from 15 to 21 units per semester/trimester for regular students.

*Education Development Fee for foreign students

VI. 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