



Admission Guidelines

1. **Application Form.** [Click here](#) to download. Attach your ID picture to the form.
2. **Transcript of Records.** Original and Certified True Copy of Official Transcript of Records (OTR) prior to last school/university attended with remarks *"For Evaluation Purposes"*
3. **GWA Certificate.** (For *UP Graduates*, please provide a printed screenshot from CRS),
4. **Honorable Dismissal or Certificate of Transfer Credentials.** from the last University/School attended (for NON-UP graduates only).
5. **Birth Certificate.** Original and one (1) photocopy of Birth Certificate from Philippine Statistics Authority (PSA)
6. **Marriage Certificate.** Original and one (1) photocopy of Marriage Contract (for married women) from Philippine Statistics Authority (PSA).
7. **Reference Form.** [Click here](#) to download.
References (referral from a friend, colleague and relative are NOT acceptable. The reference form should be sent directly to UP SURP by the recommending parties)
 - For Diploma and M.A. applicants - two (2) references
 - For Ph.D. applicants - three (3) references

Note: Hand carried references may be accepted provided it is placed in a sealed envelope with the signature of the referee on its flap.

8. **Official receipt of application fee** in the amount stated below paid to the U.P. Cashier's Office:
 - P300.00 – Filipino applicants
 - P300.00 – Resident foreign applicants
 - US\$25 – Non-Resident foreign applicants

Reminder: The following must be indicated in your Official Receipt:

- SURP Application Fee for Graduate Program
 - Account No. 9238-884-951-005
9. **For all FOREIGN APPLICANTS** whose native language is not English, official test score in the Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required.
 - TOEFL (61-Internet Based Test)
 - IELTS (5.5)
 10. Incomplete applications and/or out of date documentary requirements and those submitted beyond the deadline shall not be considered. Applicants who fail to comply with the requirements shall not be eligible to take the examination.

11. Application Procedure. To be considered for admission to any of the above-listed courses, one should submit to the SURP Office of Graduate Studies the appropriate application form which has been duly accomplished and signed, along with the Official Receipt (OR) of payment of the application fee made to the UP Cashier, and all other supporting documents/requirements enumerated in the attachment to the application form entitled "Requirements to be Submitted with This Application Form", by the appropriate application deadlines.

Upon submission of the requirements, the Office of Graduate Studies shall issue to the applicant her examination permit, indicating the time and venue of the qualifying examinations. The information provided in the application form, supporting documents, and results of examination shall be the basis of the School's consideration of all applications for acceptance.

12. References. Except for applicants to the SPRING (Asia) Programme, all applicants are required to be assessed by references, which they themselves identify, using the form "Reference for Graduate Study". The duly accomplished and signed forms should be sent directly to the SURP Office of Graduate Studies by the recommending parties before the appropriate application deadlines.