

**GUIDELINES ON THE SUBMISSION OF REQUIREMENTS FOR THE
ISSUANCE OF UNIVERSITY ADMISSION SLIP (UAS) AND
PROCESS OF RETURN FROM LOA**

Steps students need to follow for admission/readmission:

1. Prepare the following required documents:

New Graduate Student (Doctoral, Masters, or Diploma)

- Student Directory with photo (2 copies) (you may download form [here](#))
- UP Health Service Request Letter (you may download form [here](#))
- Proposed Plan of Study (you may download form [here](#))
- Sample DURP Proposed Plan of Study (PPS) ([click here](#))
- Sample MA Proposed Plan of Study (PPS) Thesis-Track ([click here](#))
- Sample MA Proposed Plan of Study (PPS) Non-Thesis-Track ([click here](#))
- Sample PhD Proposed Plan of Study (PPS) Field ([click here](#))
- Sample PhD Proposed Plan of Study (PPS) Non-Field ([click here](#))
- College Admission Slip (you may download form [here](#))
- Provisional Admission (you may download form [here](#))
- Transfer Credential / Honorable Dismissal (if from other school/university)
- Transcript of Records
- Birth Certificate PSA / Marriage Certificate PSA

Change of Program (DURP to MA and MA to DURP)

- Student Directory with photo (2 copies) (you may download form [here](#))
- UP Health Service Request Letter (you may download form [here](#))
- Proposed Plan of Study (you may download form [here](#))
- College Admission Slip (you may download form [here](#))
- Application for Advance Credit (you may download form [here](#))
- Approved Appeal Letter

Return from AWOL

- Student Directory with photo (2 copies) (you may download form [here](#))
- UP Health Service Request Letter (you may download form [here](#))
- Proposed Plan of Study (you may download form [here](#))
- College Admission Slip (you may download form [here](#))
- Approved Appeal Letter
- AWOL Fee ([click here](#) for payment processing)

Return from LOA (1st Semester)

- Student Directory with photo (2 copies) (you may download form [here](#))
- Return from Leave of Absence (you may download form [here](#))
- College Admission Slip (you may download form [here](#))
- Approved Appeal Letter

Return from LOA (1 Year)

- Student Directory with photo (2 copies) (you may download form [here](#))
- UP Health Service Request Letter (you may download form [here](#))
- Proposed Plan of Study (you may download form [here](#))
- College Admission Slip (you may download form [here](#))
- Approved Appeal Letter

SPRING-ASIA Student

- Student Directory with photo (2 copies) (you may download form [here](#))
- UP Health Service Request Letter (you may download form [here](#))
- Proposed Plan of Study of SPRING Student (you may download form [here](#))
- College Admission Slip (you may download form [here](#))
- Provisional Admission (you may download form [here](#))

2. Submit all forms / documents to the SURP Office of Graduate Studies.

3. SURP will then evaluate your submitted documents and upon verification that your submission is in order and forward to the Office of University registrar. You will be notified about the status of your admission/readmission.