

# APPLICATION FOR ADMISSIONS FOR AY 2022-2023

## 1. MINIMUM APPLICATION REQUIREMENTS

- Senior high school student expecting to graduate before SY 2022-2023 from a DepEd-accredited high school or an accredited secondary school abroad; OR
- Graduate of a DepEd-accredited high school or accredited secondary school abroad; AND
- Must have final grades for Grade 8, 9, 10 and Grade 11;
- Must not have taken any college subject/s;
- Must not have taken the UP College Admission Test in the AY 2020-2021 intake or earlier; AND
- Must not have applied and completed the UP College Application for the AY 2021-2022 intake.

Dates to Remember	
Start of Online Application Period	25 October 2021
Deadline for Filing of Applications	30 November 2021

## CHECKLIST OF REQUIRED DOCUMENTS

In filing your application, please prepare the following documents that you are required to submit together with your application. Upon completing Form 1 in the Online Portal and clicking on 'Save Draft', a request will be sent to your high school to provide you with a copy of your school record either in digital or hardcopy. A copy will also be provided to UP by your high school. You are encouraged to follow up on this request to expedite your application. Upon receipt, use this document as a reference in filling out Form 2B in the same portal.

CATEGORY OF APPLICANT	REQUIRED DOCUMENTS*
All applicants	Fully accomplished Forms:
	Form 1 Personal Data Sheet (filled out by applicant)
	Form 2A (filled out by high school)

	Form 2B High School Record (filled out by applicant)
	A certified true copy of the Permanent Secondary School Record (F137/SF10) signed in wet signature of the authorized school personnel should be submitted to the UP Office of Admissions
IF High Schol Graduate	High school diploma
IF Graduating in 2022 from a local HS	DepEd Certificate of Recognition or Permit to Operate
ONLY IF Transferee (i.e. has taken subjects from another high school)	Certified clear photocopy of the Permanent Secondary School Record (F137/SF10) from other school with all the grades earned therein
For Foreign Applicants Only	Proof of payment of application processing fee

## HOW TO APPLY

**Step 1.** Fill out application Form. Online application will be open by October 25, 2021. (Manual application will only be available in selected regional areas.

For ONLINE application: Go to <https://upadmissionsonline.up.edu.ph>.

- You will need a valid email address for logging on to your application account and for receiving notifications about your application status and results. We encourage use of a personal email address (not school-related email address) to facilitate application.
- We strongly encourage the use of secured e-mail accounts preferably with two-step verification to better protect your right to data privacy.
- Do not create multiple accounts as these will cause much delay in accessing your application forms.
- You are required to read the UP Privacy Notice for Applicants for Freshmen Admissions Academic Year 2022-2023 before creating your account and filling out Form 1 and Form 2B.
- Make sure you have a stable internet connection.
- Fill out Form 1 and Form 2B completely and accurately.

**DO NOT FORGET YOUR EMAIL ADDRESS AND PASSWORD!!!!**

**Step 2.** The Online portal shall automatically forward a request to your high school principal/school head to fill out Form 2A (High School Profile).

- Only a duly authorized school official may fill out this form.
- You will be notified accordingly once your high school has accomplished Form 2A.

**Step 3. FOR NON-FILIPINO APPLICANTS ONLY:** Pay the Application fee.

The non-refundable Application Fee is:

- P450 for resident foreign applicants studying in the Philippines
- US\$50 for non-resident foreign applicants

MODES OF PAYMENT: The application fee may be paid through any of the following:

- Land Bank (LBP) Account Number 1462-2220-13 (only for peso payments)
  - Account Name: UPS Trust (UPCAT)
- Land Bank (LBP) Account Number 3074-0029-26 (for US dollar payments)
  - Account Name: UPS Trust (UPCAT)
  - Swift Code TLBPPHMM with Address:
    - Landbank UP Diliman Branch
    - 2nd Floor PNB Bldg.
    - Apacible St., UP Campus Diliman
    - Quezon City Philippines

NOTE:

- Landbank will be charging a service fee of P25 for every application;
- Different banks have also set their own fees for the purchase of Manager's Checks and Cashier's Checks.

**Step 4.** Check if the completed Forms 1 and 2B are uploaded in the Online Portal.

- You will be notified by email regarding the status of your application.
- You may also monitor the status of your application by logging on to your UP College Application online account (<https://upadmissionsonline.up.edu.ph>).

Visit <https://upcollegeadmissions.up.edu.ph> regularly for announcements and updates regarding your application for admission.

**Please check with your school if a copy of your school record (sealed in an envelope with wet signature on flap) has been sent to UP. Non-submission will render your application incomplete.**

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## **APPLICATION RESULTS**

Check the UP website <https://upcollegeadmissions.up.edu.ph> for announcements on the application results. You will need the same email account that you used for application to view your application results. If you qualify for admission to UP, register according to the instructions provided by the college or unit to which you have been accepted.