



OFFICE OF THE GRADUATE PROGRAM



PROCESS FOR THE ISSUANCE OF UNIVERSITY ADMISSION SLIP (UAS) FOR NEW GRADUATE STUDENTS

1. Submit the following **hard copies of admission requirements** to the Office of the Graduate Program, College of Social Sciences and Philosophy, Room 111, Palma Hall, UP Diliman, Quezon City from Monday – Friday, 8:00 AM – 5:00 PM.
 - ☐ Original and photocopy of **Filled-out Student Directory** with passport-sized photo (you may download here: <https://our.upd.edu.ph/forms/OURFORM3.pdf>)
 - ☐ Original and photocopy of **Certificate of Compliance/Medical Certificate** from the UP Diliman Health Service (click here to view the detailed instructions: <https://our.upd.edu.ph/files/PEHA/PEHA-Guide.pdf>)
 - ☐ Original and photocopy of **PSA Birth Certificate (or equivalent for foreign students)**
 - ☐ Original and photocopy of **PSA Marriage Certificate** (if married and will be using husband's surname)
 - ☐ Original and photocopy of Official **Transcript of Records** of undergraduate work (and graduate work, if any). For students with records from **foreign universities**, Transcript must be **apostilled**.
 - ☐ Original and Photocopy of **Honorable Dismissal/Transfer credential** – if from other school/university
 - ☐ Original and Photocopy of **Permit to Transfer** (if previously enrolled in another graduate program within UP Diliman)

Additional requirements will be required from foreign students:

- ☐ Photocopy of **Passport**
 - ☐ **Apostilled Transcript of Records** with date of graduation (apostilled or certificate of authentication)
 - ☐ For applicants whose native language is not English and/or who come from an Institution where the medium of instruction is not English: **Certification of English language proficiency** with TOEFL score of: Internet based - 61 or better; Computer based - 173 or better and for Paper based - 500 or better; or IELTS score of 5.5
 - ☐ **Student Insurance**
 - ☐ **Enrollment/Study Permit** from Office of International Linkages Diliman
2. Sign duplicate copies of your **Program of Study** provided by the Office of the Graduate Program, upon submission of your complete documents.

Other important information:

1. Complete requirements will be submitted to the Office of the University Registrar (OUR) in batches every Tuesday at 10:00 AM and Thursday at 3:00 PM.
2. We will notify you about the status of your admission and, send a copy of your **temporary CRS account** (for new students). Please make sure that you have indicated your active email address correctly in your Student Directory.
3. Pre-enlistment and other registration instructions will be emailed to your account once we have the details.
4. Once your admission is processed, all enlistment inquiries must be directed to your department.
5. Please follow our FB page (<https://www.facebook.com/CSSPGGradProgram/>) for announcements (e.g. orientation for new graduate students, deadlines, important dates, etc.).