

UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar
Diliman, Quezon City 1101
Philippines

General Information for Graduate Applicants

I. ADMISSION REQUIREMENTS

A. Diploma Degree Program

Admission into a Graduate Diploma Degree Program shall require:

1. a bachelor's degree from a recognized institution of higher learning;
2. high intellectual capacity;
3. language proficiency; and
4. satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the College/unit.

B. Masters Degree Program

Admission into a Masters program shall require:

1. a bachelor's degree from a recognized institution of higher learning;
2. intellectual capacity and aptitude for advanced studies and research;
3. language proficiency;
4. satisfaction of additional University requirements such as a health clearance and other special admission requirements that may be imposed by the head of the unit concerned and/or appropriate Graduate Committee/ Office.

C. Doctoral Degree Program

For admission into a doctoral program, an applicant must satisfy the following minimum requirements for admission:

1. possession of a bachelor's degree, in the case of a direct doctoral program, or a masters degree or its equivalent from a recognized institution of higher learning;
2. intellectual capacity and aptitude for advanced studies and research;
3. language proficiency; and
4. a health certificate and other additional and special admission requirements that may be imposed by the University and the head of the College/unit or Graduate Office/Committee concerned.

LANGUAGE PROFICIENCY

Proof of English and/or Filipino proficiency shall be required of students whose native language is not English or Filipino, except those who graduated from institutions where the medium of instruction is English or Filipino.

For English proficiency, a score of at least 500 (paper-based) 173 (computer based) or 61 (Internet based) in the Test of English as a Foreign Language (TOEFL) shall be required. For IELTS, a minimum score of 5.5 shall be required. For information about TOEFL and IELTS, you

may visit their websites at www.ets.org/toefl and www.ielts.org.

For Filipino proficiency, a certification shall be required from a duly authorized unit of the University.

II. REQUIREMENTS TO BE SUBMITTED

In order that application for admission may be processed, the following documents should be submitted directly to the respective college offering the intended program.

1. official transcript of academic record of undergraduate work (and graduate work, if any) – one original and two photocopies;
For evaluation purposes, photocopies of records may be accepted provided they are properly authenticated (in the case of foreign applicants, 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 the original copies of credentials. **Certified English translations should also be submitted, where necessary.**

Applications accompanied by photocopies of academic records not properly authenticated will not be processed.

2. two (2) written recommendations from former professors or experts in the field;
3. duly accomplished application for admission form, including two (2) passport-size photographs;
4. marriage contract (for married women applicants);
5. certification of English/Filipino language proficiency;
6. a non-refundable application fee (minimum of P100.00 for Filipino citizens, P200.00 for resident aliens, and US\$25.00 for non-resident aliens, depending on the college).

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

All applications must be received on or before April 15 for those enrolling in the first semester and on or before September 15 for those enrolling in the second semester. Some colleges may set a different deadline for filing.

III. IMMIGRATION REQUIREMENTS FOR FOREIGN STUDENTS

A foreign student may be allowed to enroll if s/he has any of the following types of visa:

1. 9(f) – student visa
2. 9(e), 9(e-1) or 9(e-2) – foreign government official or dependent

3. 47(a) (2) – exchange fellow or scholar sponsored by an international organization
4. 9(g) – pre-arranged employment (working visa/missionary)
5. PD 218 – foreign investor
6. 9(d) – treaty trader
7. 13, 13(a) to 13 (g) – permanent resident
8. SRRV – Special Resident Retiree Visa
9. SIRV – Special Investor Resident Visa

Applying for a Student Visa

A. Foreign Students Who Are Still Abroad

1. Upon receipt of the official letter of admission from the University of the Philippines, apply for a student visa by submitting the following in three (3) sets (original copy and 2 photocopies) to the Office of International Linkages Diliman, Office of the Vice Chancellor for Academic Affairs (OVCAA), University of the Philippines Diliman, Quezon City, 1101 Philippines at least three (3) months before the start of the semester.
 - a. Transcript of Records/Scholastic Records (original & two photocopies), **duly authenticated** by the Philippine Foreign Service Post located in the applicant's country of origin or legal residence;
 - b. A notarized Affidavit of Support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;
 - c. Original & 2 photocopies of **Notice of Acceptance (NOA)/Admission Letter** from the University containing a clear impression of the University's dry seal;
 - d. Six (6) originally accomplished **Personal History Statement forms (PHS)** signed by the applicant in English and in one's native writing system, with personal dry seal, if any; **left and right thumbprints on the PHS**, and original photos
 - e. Passport pages where name, photo, birth date and birthplace appear. Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.
2. Report to the designated Philippine embassy/consulate upon appropriate notice and submit the following:
 - a. Original copy of the school's Notice of Acceptance (NOA) containing a clear impression of the school's dry seal;
 - b. Visa application form (FA Form No. 2);
 - c. Police Clearance issued by the national police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and medical certificate (FA Form No. 11) in triplicate duly

accomplished by the physician designated by the Philippine Consulate to perform the examination together with life-size chest X-ray film and laboratory reports; and

- d. Police Clearance issued by the national police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and police clearance from where you have been permanently residing.

3. Upon arrival in the Philippines, report to the Office of International Linkages Diliman for your study permit.

B. Applying for Conversion of (9a) Visa status to that of Student

An alien admitted into the Philippines under any visa category / may apply at the Bureau of Immigration for the change / conversion of his/her admission status to that of a student.

Requirements to be submitted to the Bureau of Immigration through Office of International Linkages Diliman:.

1. Written endorsement from the school for the change/ conversion of the admission status of the alien to that of a student;
2. Original copy of the Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal;
3. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;
4. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence;
5. Police Clearance Certificate issued by the National Police Authorities in the student's country of origin or residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place **for a student who resided in the Philippines for less than 59 days.**

However, **for a student who resided in the Philippines for more than 59 days** at the time s/he applies for the said change/conversion of his/her admission status to that of a student, s/he shall also be required to submit the National Bureau of Investigation (NBI) clearance.

6. Quarantine Medical Examination by the National Quarantine Office;
7. Copy of the student's Personal History Statement signed by the student with a 2 x 2 inches photograph recently taken; and
8. Photocopy of the photo, data and stamp of the latest arrival pages of the passport of the student. The passport itself shall be presented to the Office of International Linkages for verification.

OFFICE OF INTERNATIONAL LINKAGES DILIMAN

The Office of International Linkages Diliman assists foreign students in obtaining their study permits and student visas, and in their accommodations and arrival, as well as academic and social adjustments in the University.

All communication regarding foreign students aside from admission matters should be addressed to the Director, Office International Linkages Diliman.

FINANCIAL INFORMATION

Fees*

Graduate applicants pay a non-refundable application fee of a minimum of P100 for Filipinos, P200 for resident aliens, and US\$25 or its equivalent in Philippine pesos for non-resident aliens, depending on the college.

The matriculation fees (i.e., tuition, miscellaneous, and student fund) range from P2,993.50 to P31,493.50 for a minimum of three (3) to a maximum of twelve (12) units. To this amount should be added P100 deposit and P30 entrance fee. Laboratory fees range from P150 to P1800 per laboratory subject, depending on the college.

All fees are subject to change upon approval of the Board of Regents.

Educational Development Fee

All foreign graduate students are required to pay the Education Development Fee (EDF) as follows:

	Per Semester	Per Midyear Term
Resident Aliens	US\$250	US\$100
Non-Resident Aliens	US\$500	US\$200

Estimated Personal Expenses** (Subject to change)

	One Year (Two Semesters)	
Lodging (for 10 months)		
International Center (800-1500/mo.)		
+ Electric Appliances (500/mo.)	P13,000	- 20,000
Board (P2,500/mo. for 10 months)		25,000
School Related Materials and Equipment		
Rental (P1000/mo. for 10 months)		10,000
Personal allowances (P5000/mo. for 10 months)		50,000
Laundry (P500-700/mo. for 10 months)	5,000	- 7,000
Total	P 103,000	- 112,000

This does not include travel, clothing, and other incidental expenses. Expenses might go higher depending on the prevailing economic conditions and on the lifestyle of the student.

Financial Assistance

USVA Educational Assistance Program. The University of the

Philippines is a USVA-approved institution. Enrolled US veterans or their children entitled under Chapter 34 or 35, Title 38, United States Code receive educational assistance allowance from the US government, the amount to be determined by the USVA, provided they carry at least fourteen (14) units a semester.

Loans. Student loans are granted by the University for tuition fee or part thereof. Application must be made with the Student Loan Board, Office of Scholarships and Student Services, University of the Philippines Diliman, Quezon City.

Graduate Assistantships. Open to graduate students subject to approved rules and rates.

IV. OTHER IMPORTANT INFORMATION

Study Load

The normal study load of a full-time student shall be nine (9) to twelve (12) units per semester of formal graduate courses and eight (8) to ten (10) units per trimester.

Grade Requirement

The Cumulative Weighted Average Grade (CWAG) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Residence Rules.

To remain in good standing, a student must maintain the required CWAG in his/her course work at the end of each academic year until the completion of the Program of Study.

DOCTORAL	1.75
MASTERS	2.0
DIPLOMA	2.0

Residence Rules

The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of the degree. The counting of the period of residence shall start from the student's first enrollment in a graduate course after admission into the graduate program and shall include all leaves of absence from the program.

Time limit for the completion

DOCTORAL: six (6) years for a student who enters the doctoral program with a Masters degree or its equivalent in the same discipline and eight (8) years for one who enters the doctoral program with a Bachelor's degree or a Masters degree in an unrelated discipline.

MASTERS: Five (5) years

DIPLOMA: Two (2) years

ABOUT THE PHILIPPINES

Climate

The climate in the Philippines is tropical and generally pleasant. There are two (2) seasons: the rainy season from June to October and the dry season from November to May.

*Under government regulations, the University can only accept payment in cash, postal money orders, cablegrams or telegraphic transfers, certified cashier's checks, and manager's checks. Personal checks are not acceptable.

** Private dormitories are also available.

Currency

The monetary unit is the peso. The conversion rate of the US dollar depends upon the conversion rate of the Central Bank at the time of enrollment.

V. ADMISSION OF NON-REGULAR STUDENTS

1. Non-Degree Students

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 s/he satisfies the appropriate requirements for admission to the University. S/He shall not be allowed to enroll for more than one semester, except by permission of the Dean of the College concerned and the University Registrar.

2. Special Students

A mature student, even if s/he does not fully satisfy the entrance requirements, may be admitted as a special student and may enroll for such subjects which, in the opinion of the instructor and the Dean, s/he has the necessary information and ability to pursue profitably. S/He shall not be allowed to enroll for more than nine (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/her work may be reported at the end of each semester as "satisfactory" or "unsatisfactory."

3. Cross-Registration

A student registered in another collegiate institution and who wishes to cross-register in UP must present a written permit from his/her Dean, Director, or Registrar. The permit shall state the total number of units for which the student may be registered and the subjects that s/he is authorized to take in the University.

LIST OF GRADUATE PROGRAMS

College of Home Economics

- Diploma in Early Childhood Development
- Master of Family Life and Child Development
- Master of Hotel, Restaurant and Institution Management
- Master of Home Economics
- Master of Interior Design
- Master of Science in Food Science
- Master of Science in Nutrition
- Doctor of Philosophy (Food Science)
- Doctor of Philosophy (Nutrition)
- Doctor of Philosophy (Home Economics)