

OFFICE OF THE UNIVERSITY REGISTRAR

University of the Philippines Manila (The Health Sciences Center)

Padre Faura Street, Manila

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(SMART)

**INSTRUCTIONS ON ENROLLMENT FOR FIRST YEAR STUDENTS
ACADEMIC YEAR 2020-2021**

- I. Enrollment of First Year Students will start on August 5, 2020. The Student Records Evaluators (SREs) of the Office of the University Registrar (OUR) will be the ones to enroll the students upon receipt of the entrance credentials.
- II. For those who will not push through with their enrollment in UPM, please inform us formally through e-mail.
- III. Dental and Medical examinations for First Year Students are deferred for this year and will be conducted when the situation allows it. For the meantime, please accomplish the Health Checklist for First Year Students.
- IV. The following documents/entrance credentials should be submitted to the OUR
 1. The original and two (2) photocopies of the UPCAT Acceptance Confirmation (from the Office of Admissions) or the Admission Notice (from the OUR of UPM)
 2. The original and two (2) photocopies of your Grade 12/Senior High School card (F138) duly signed by the head of your school. A rubber-stamped facsimile should be countersigned by the principal or his/her authorized representative
 3. The original copy of Transcript (Form 137) for Junior and Senior High Schools duly signed by the principal/head of school
 4. Duly accomplished Health Checklist for First Year Students (can be downloaded from the OUR website)
 5. Accomplished two (2) copies of the student directory (can be downloaded from the OUR website)
 6. The original and two (2) photocopies of your Certificate of Live Birth (NSO/PSA certified)
 7. Accomplished Return Service Agreement (RSA) contract and two (2) photocopies duly notarized for those whose degree programs are covered by the RSA. (can be downloaded from the OUR website)
 8. Certificate of Attendance in an RSA Orientation conducted by the college (the college should inform you whether they will issue this or send us the attendance sheet for our reference)
 9. Accomplished Questionnaire on Internet Connectivity (can be downloaded from the OUR website)
 10. Two (2) recent colored 2" x 2" pictures with the printed name and signature of the student at the back.

11. Additional Requirements for Foreign Students and those with Dual Citizenship:
- a. Secure a study permit from the Office of Student Affairs
 - b. Original and one (1) photocopy of Identification Certificate (Recognition of Filipino Citizenship from the Bureau of Immigration).

We would prefer the submission of the hard copies of these documents via credible courier services or by dropping them off to the following address:

Office of the University Registrar
University of the Philippines Manila
Padre Faura corner Maria Orosa streets, Ermita, Manila

In case it will not be possible to send the hard copies, scanned copies of the original documents can be sent to our e-mail address, upm-our@up.edu.ph with the subject "UPM Entrance Credentials 2020-2021." Please also state the reason/s for not being able to send the hard copies and the approximate date these can be transmitted to our office.

- v. The UP e-mail accounts and Student Academic Information System (SAIS) IDs will be sent through e-mail.
- vi. Please wait for further announcements on the Orientation of Incoming First Year Students and Psychological Examination that will be conducted by the Office of Student Affairs.