

**OFFICE OF THE UNIVERSITY REGISTRAR**

University of the Philippines Manila (The Health Sciences Center)

Padre Faura Street, Manila

Telephone #(02)8141244; (02)8141245 Hotline #09959153914 (GLOBE) 09293031640 (SMART)

**INSTRUCTIONS ON HOW TO ENROLL IN UP MANILA:**

**PLEASE WAIT FOR THE DETAILED ENROLLEMENT PROCESS THAT WILL BE POSTED ON THIS SITE BEFORE THE TENTATIVE SCHEDULE OF ENROLLMENT OF NEW FIRST YEAR STUDENTS ON 3-10 AUGUST 2020. FOR THE MEANTIME, PLEASE PREPARE ALL THESE DOCUMENTS TO PREVENT ANY DELAY.**

1. The original and two (2) photocopies of the Admission Notice
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. Medical Certificate issued by the PGH Health Service  
(Please wait for further instructions on how to secure this)
5. Accomplished two (2) copies of student directory
6. The original and two (2) photocopies of your Certificate of Live Birth (NSO/PSA certified)
7. Accomplished Return Service Agreement (RSA) form and two (2) photocopies duly notarized for those whose degree programs are covered by the RSA.
8. Two (2) recent colored 2" x 2" pictures with the printed name and signature of the student at the back.
9. Additional Requirements for Foreign Students and those with Dual Citizenship:
  - a. Secure a study permit from the Office of Student Affairs, 3<sup>rd</sup> Floor, UP Manila Student Center Bldg., Padre Faura Street.
  - b. Original and one (1) photocopy of Identification Certificate (Recognition of Filipino Citizenship from the Bureau of Immigration).