

UP FORM C

OFFICE OF THE UNIVERSITY REGISTRAR

University of the Philippines Manila (The Health Sciences Center)

Padre Faura Street, Manila

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

INSTRUCTIONS ON HOW TO CONFIRM YOUR DECISION TO ENROLL IN THE UNIVERSITY OF THE PHILIPPINES MANILA

After confirming your slot at the Office of Admissions, you have to confirm your intention to enroll at the University of the Philippines Manila (UPM) for the First Semester, Academic Year 2019 - 2020. **Failure to inform the Office of the University Registrar of UP Manila within the specified confirmation period will result in the cancellation of your slot.**

GENERAL INSTRUCTIONS

Office of Admissions Confirmation: 7 April 2019 – 14 April 2019

UP Manila Confirmation Period: 2 May 2019 – 15 May 2019

You may confirm your decision to enroll either through:

1. Personal Confirmation:

Fill out and return the enclosed UP Form C1

2. Confirmation via e-mail:

The email address is upm-our@up.edu.ph Your confirmation by email must include the following: (1) name, (2) student number, (3) degree program you intend to enroll in, (4) updated contact numbers (cellphone or landline numbers)

3. Confirmation through mail:

Mailing address is:

Office of the University Registrar

UP Manila, Padre Faura cor. Orosa Streets, Ermita, Manila 1000
(fast delivery/courier service)

UP FORM C1

OFFICE OF THE UNIVERSITY REGISTRAR

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Padre Faura Street, Manila

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CONFIRMATION OF DECISION TO ENROLL IN THE UNIVERSITY OF THE PHILIPPINES MANILA

**THIS FORM MUST BE RECEIVED BY THE OFFICE OF THE UNIVERSITY REGISTRAR,
UP MANILA on or before 15 May 2019
YOUR SLOT WILL BE OFFERED TO WAITLISTED APPLICANTS IF WE DO
NOT RECEIVE THIS ON THE INDICATED DEADLINE**

Instructions: Complete the form and submit to the Office of the University Registrar, UP Manila

Name: _____

Student Number: 2019-_____

A. Successful Applicants (those with assigned courses)

Do you intend to enroll in the University of the Philippines Manila?

- Yes, I intend to enroll in UP Manila in the degree program I qualified in.
 No. I do not intend to enroll in UP Manila because _____

B. Successful Applicants who will defer enrollment during AY 2019-2020

I will defer my enrollment and enroll during the _____ Semester
(If due to health reason, submit medical certificate)

C. Applicants with course code 7777 DPWS (Degree Programs with available slots)

Identify 2 BS degree courses in order of your preference and choose at least 2 from any of the following degree programs. Number your choices according to your priority course. Assignment to a degree program will depend on availability of slots and UPCAT score.

APPLICANTS WITH DPWS STATUS MAY INQUIRE STARTING 10 JUNE 2019 REGARDING THEIR COURSE ASSIGNMENT

Deadline for confirming degree course assignment for DPWS qualifiers – 17 June 2019

Failure to confirm the assigned course on 17 June 2019

will mean cancellation of your slot.

UP MANILA Degree Programs: Identify two (2) BS degree programs and choose two (2) BA degree programs in order of priority from the list below. (BA Development Studies, BA Organizational Communication, BA Philippine Arts, BA Political Science, BA Social Sciences)

BS _____	BS _____
BA Development Studies	BA Political Science
BA Organizational Communication	BA Social Sciences
BA Philippine Arts	

D. *Return Service Agreement (RSA)

If you intend to enroll in any of the courses offered by the following colleges – Allied Medical Professions, Public Health, Nursing, Pharmacy, Dentistry and Medicine (Intarmed), please read carefully the attached Return Service Agreement (RSA)

E. Advanced Placement Examination (APE)

Due to the ongoing transition to the new curriculum, the APE is deferred until further notice.

F. Intention to apply for financial assistance under the Socialized Tuition System (STS)

Yes, I intend to apply. Please read carefully the STS instructions No, I do not intend to apply.

Please write clearly and legibly.

Signature over Printed Name of Student/Date
Res.Tel. No.: _____ Cellphone# _____
Home Address: _____
Email Address: _____

Signature over Printed Name of Parent/Guardian/Date
Res.Tel. No.: _____
Home Address _____
Email Address: _____

UP FORM C2

OFFICE OF THE UNIVERSITY REGISTRAR

University of the Philippines Manila (The Health Sciences Center)

Padre Faura Street, Manila

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INSTRUCTIONS ON HOW TO ENROLL IN UP MANILA:

PLEASE READ THE INSTRUCTIONS CAREFULLY TO AVOID DELAY IN THE PROCESSING OF YOUR PAPERS

Incomplete documents will not be processed.

Enrollment includes payment of tuition and other fees. It involves the following steps:

- Step 1. Processing of medical certificate at **UP-PGH Health Service**;
- Step 2. Submission of entrance credentials at the **Office of the University Registrar (OUR)**;
- Step 3. Enrollment of subjects, PE and NSTP at the OUR;
- Step 4. Reassessment of tuition and other fees
- Step 5. Payment of tuition and other fees at the Cashier's office;
- Step 6. ID picture taking at the OUR;

Step 1. Processing of medical certificate at UP-PGH Health Service

- a. Have your **Chest x-ray** taken at any government or private hospital/clinic (get x-ray/plate).
- b. On the scheduled date, have your Dental exam done at the College of Dentistry, corner Pedro Gil and Taft Avenue (scheduled in the morning only). If done by a private clinic, bring the dental certificate and dental chart.
- c. Proceed to **UP-PGH Health Service**, Ground Floor. **Bring x-ray plate & dental results** for your **physical exam (afternoon of the same day)**. See Table 1 for the schedule.

Table 1: Schedule of Physical and Dental Examination, Enrollment and Orientation & Psychological Testing

AY 2019-2020

Course	DENTAL AND PHYSICAL EXAMINATIONS	DATE OF ENROLLMENT	ORIENTATION AND PSYCHOLOGICAL TESTING (Venue: UP Manila Theater) Time: 8:30-11:30am 1:00
BS Occ. Therapy (CAMP) 30 BS Physical Therapy (CAMP) 30 BS Speech Pathology (CAMP) 30 INTARMED (CM) 40	26 June (Wed) 26 June (Wed) 26 June (Wed) 27 June (Thurs)	1 July 2019 (Monday)	2 July (Tuesday) 2 July (Tuesday) 2 July (Tuesday) 3 July (Wednesday)
BS Public Health (CPH) 80 BS Biology (CAS) 80	27 June (Thurs) 28 June (Fri)	2 July 2019 (Tuesday)	3 July (Wednesday) 4 July (Thursday)
BS Biochemistry (CAS) 40 BS Computer Science (CAS) 40 BS Pharmacy (CP) 40 BS Pharmaceutical Sciences (CP) 40	28 June (Fri) 1 July (Mon) 1 July (Mon) 1 July (Mon)	3 July 2019 (Wednesday)	4 July (Thursday) 5 July (Friday) 5 July (Friday) 5 July (Friday)
BS Applied Physics (CAS) 35 Doctor of Dental Medicine (CD) 60 BS Nursing (CN) 70	2 July (Tue) 2 July (Tue) 3 July (Wed)	4 July 2019 (Thursday)	8 July (Monday) 8 July (Monday) 9 July (Tuesday)
BA Social Sciences (CAS) 30 BA Organizational Comm (CAS) 60 BA Behavioral Sciences (CAS) 40	3 July (Wed) 4 July (Thurs) 4 July (Thurs)	5 July 2019 (Friday)	9 July (Tuesday) 10 July (Wed) 10 July (Wed)
BA Development Studies (CAS) 40 BA Philippine Arts (CAS) 30 BA Political Science (CAS) 60	5 July (Fri) 5 July (Fri) 5 July (Fri)	8 July 2019 (Monday)	11 July (Thursday) 11 July (Thursday) 11 July (Thursday)

Step 2. Schedule of submission of Entrance Credentials and Enrollment of First Year Students on 1 – 8 July 2019^{1/}. Please refer to Table 1 for your schedule.

Submit credentials to the Office of the University Registrar on your scheduled date of enrollment. Place the following documents inside a long brown envelope, with your name (surname, first name, middle name), student number and course written (in pencil) on the upper left hand corner of the envelope. DO NOT STAPLE THE DOCUMENTS, ARRANGE ACCORDING TO THE FOLLOWING SEQUENCE:

- 1. The original and two (2) photocopies of the Admission Notice (copy mailed to you by OUR)**
- 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. NO GRADE 12 /SENIOR HIGH SCHOOL CARD, NO ENROLLMENT**
- 3. The original copy of Transcript (Form 137) for Junior (Grade 10) and Senior (Grade 12) duly signed by the principal/head of school**
- 4. Medical Certificate issued by the PGH Health Service.**
- 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. Signed Return Service Agreement. Have it notarized before submission to OUR (except CAS students)
Accomplished RSA (Return Service Agreement) form -
Please submit 1 original copy and 2 photocopies.**
- 8. Two (2) recent colored 2" x 2" pictures. Print and sign your name at the back**

2.A. Additional Requirements for Foreign Students and those with Dual Citizenship :

- a. Secure a study permit from the Office of Student Affairs, 3rd 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).**

Steps 3 & 4. Enrollment & assessment of matriculation and other fees at OUR (see Table 2 for Schedule of Fees for Incoming First Year students, 2019-2020)

^{1/}If you can not enroll on the scheduled date, notify the Office of the University Registrar of UP Manila one week before the appointed time to reserve your slot. Failure to do so will mean cancellation of your slot. Make sure the name in all your documents is exactly the same as in your Birth Certificate. All inconsistency/discrepancy must first be corrected to prevent undue delay in the processing of your admission paper. All required documents will become part of your permanent record in UPM. These will not be returned to you for any reason.

Table 2: **Schedule of Fees for 2019-2020 Incoming First Year Students**

Degree/Course	No. of units enrolled	Student Fund	Misc and other Fees	Laboratory Fees	Total Fees	
					ST ND (NO DISCOUNT) AFGI >P1.3M P1,500/unit	
BA Organizational Communication (CAS)	15	62.50	3,710.00		26,272.50	
BA Philippine Arts (CAS)	15	62.50	3,710.00		26,272.50	
BA Political Science (CAS)	15	62.50	3,710.00		26,272.50	
BA Social Sciences (CAS)	15	62.50	3,710.00		26,272.50	
BS Nursing (CN)	17	59.50	3,710.00		29,269.50	
BS Public Health (CPH)	17	59.50	3,710.00		29,269.50	
BS Occupational Therapy (CAMP)	18	59.50	3,710.00		30,769.50	
BS Physical Therapy (CAMP)	18	59.50	3,710.00		30,769.50	
BS Speech Pathology (CAMP)	18	59.50	3,710.00		30,769.50	
Doctor of Dental Medicine (CD)	18	59.50	3,710.00		30,769.50	
BA Development Studies (CAS)	18	62.50	3,710.00		30,772.50	
BA Behavioral Sciences (CAS)	18	62.50	3,710.00		30,772.50	
BS Biochemistry (CAS)	18	62.50	3,710.00	800.00	31,572.50	
BS Biology (CAS)	19	62.50	3,710.00	800.00	33,072.50	
BS Applied Physics (CAS)	18	62.50	3,710.00	1,600.00	30,072.50	
BS Computer Science (CAS)	17	62.50	3,710.00	800.00	32,372.50	
BS Industrial Pharmacy (CP)	20	59.50	3,710.00	800.00	34,569.50	
BS Pharmacy (CP)	20	59.50	3,710.00	800.00	34,569.50	
Doctor of Medicine-Intarmed (CM)	20	59.50	3,710.00		33,769.50	

AFGI= Annual Family Gross Income

CAMP= College of Allied Medical Professions

CAS= College of Arts and Sciences

CD= College of Dentistry

CM= College of Medicine

CN= College of Nursing

CP= College of Pharmacy

CPH= College of Public Health

ST ND (Socialized Tuition No Discount) = with Annual Family Gross Income of over P1,300,000.00

Starting AY 2017-2018, no fees are collected from the students (CHED Free Tuition).

Step 5. Special Assessment (All Colleges)

5.1 Foreign Students: Proceed to OUR. An Educational Development Fund (EDF) fee will be charged in addition to your matriculation and other fees per semester, as follows:

Non-resident alien --- \$300 Resident Alien --- \$150

- Tuition fee discounts are granted to the following students upon submission of the required documents to the indicated office (see Table 3):

Table 3: Requirements for Dependents of UP Employee and Barangay Official

CLASSIFICATION	REQUIRED DOCUMENTS ^{2/}	WHERE TO SUBMIT
Dependent of UP Employees	HRDO approved Application for Enrollment. (Privilege for non-earning dependent of UP Employee)	OFFICE OF THE UNIVERSITY REGISTRAR (OUR) Ground Floor
Sangguniang Kabataan (SK) officials	Certification from DILG/Mayor regarding incumbency. Place of residence must be near/within NCR	OFFICE OF STUDENT AFFAIRS (OSA) 3 rd Floor, J. Gonzales Bldg.
Dependents of Barangay Officials	a. Birth Certificate of student b. Certification from DILG/Mayor regarding incumbency and Certification of no. of children availing of the discount c. Copy of parent's income tax return (ITR) not exceeding P72,000	OFFICE OF STUDENT AFFAIRS (OSA) 3 rd Floor, J. Gonzales Bldg.

Step 6. Payment of matriculation and other fees (Except those who are included in the Free Tuition of CHED).

6.1 After your assessment, proceed to the University Student Council booth (located near the Cashier's office) and pay the University Student Council fee.

6.2 Pay all fees at the **a) UP Manila Cashier's Office**. Payment may be in **Cash or Manager's Check** payable to the University of the Philippines Manila, currently dated, and for the exact amount assessed. Cashier's office is open from 8:00 am to 4:00pm only, Monday to Friday.

b) Other option of payment of fees is the ONCOLL option through any Landbank branch. The student must fill out 3 copies of bank ONCOLL deposit slips and present these with the indicated amount to be paid. After the teller issued a validated receipt, submit the validated receipt to the Office of the University Registrar to officially register the enrollment.

Step 7. Issuance of Identification Card

Proceed to the Office of the University Registrar for your photo session right after payment. Your ID will be issued immediately.

RSA ORIENTATION will be scheduled by the respective colleges.

Start of Classes – 05 AUGUST 2019 Monday

**Attend the Welcome Assembly for First Year Students
on 05 August 2019 at 7:30am
Venue – to be announced**

^{2/}Secure these documents way ahead of your scheduled enrollment. Enrollment papers will not be processed if documents are incomplete.