

UP FORM C

OFFICE OF THE UNIVERSITY REGISTRAR

University of the Philippines Manila (The Health Sciences Center)

Padre Faura Street, Manila

Telephone #(02)523-9608;Telefax(02)524-0534 Hotline #09152311167 (GLOBE)
09293851172 (SMART)

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

You have to confirm your intention to enroll at the University of the Philippines Manila (UPM) for the First Semester, Academic Year 2018 - 2019. **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

Confirmation Period: 28 May 2018 – 11 June 2018

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

University of the Philippines Manila (The Health Sciences Center)

Padre Faura Street, Manila

Telephone #(02)523-9608;Telefax(02)524-0534 Hotline #09152311167 (GLOBE)
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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 11 June 2018
FAILURE TO INFORM THE OFFICE OF THE REGISTRAR WILL RESULT IN THE
CANCELLATION OF YOUR SLOT.**

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

Name: _____

Student Number: 2018-_____

A. Regular Qualifiers (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. Qualifiers who will defer enrollment during AY 2018-2019

I will defer my enrollment and enroll during the _____ Semester

(If due to health reason, submit medical certificate)

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

Choose at least 4 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.

DPWS QUALIFIERS MAY INQUIRE STARTING 18 JUNE 2018 REGARDING THEIR COURSE ASSIGNMENT

Deadline for confirming degree course assignment for DPWS qualifiers – 25 June 2018

Failure to confirm the assigned course for DPWS qualifiers on 25 June 2018

will mean cancellation of your slot.

UP MANILA Degree Programs: Choose four (4) 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 Occupational Therapy*,

BS Physical Therapy*, BS Speech Pathology*, BS Nursing*)

	BA Development Studies		BA Social Sciences
	BA Organizational Communication		BS Occupational Therapy
	BA Philippine Arts		BS Physical Therapy
	BA Political Science		BS Speech Pathology
			BS Nursing

For DPWS Qualifiers: Please choose 2 Bachelor or Arts courses and 2 Bachelor of Science courses. Put numbers 1 – 4 on the space provided.

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 proposals for curricular changes of most degree programs, 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: _____

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

UP FORM C2

OFFICE OF THE UNIVERSITY REGISTRAR

University of the Philippines Manila (The Health Sciences Center)

Padre Faura Street, Manila

Telephone # (02)523-9608; Telefax (02)524-0534 Hotline #09152311167 (GLOBE) 09293851172 (SMART)

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 (if there is any);
- 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 2018-2019

COURSE	DENTAL AND PHYSICAL EXAMINATIONS	DATE OF ENROLLMENT	ORIENTATION AND PSYCHOLOGICAL TESTING (Venue: UP Manila Theater)
BS Occ. Therapy (CAMP) BS Physical Therapy (CAMP) BS Speech Pathology (CAMP) INTARMED (CM)	27 June 2018 27 June 2018 27 June 2018 28 June 2018	2 July 2018 (Monday)	03 July 2018 (Tuesday)
BS Public Health (CPH) BS Biology (CAS)	28 June 2018 29 June 2018	3 July 2018 (Tuesday)	04 July 2018 (Wednesday)
BS Biochemistry (CAS) BS Computer Science (CAS) BS Pharmacy (CP) BS Industrial Pharmacy (CP)	29 June 2018 02 July 2018 02 July 2018 02 July 2018	4 July 2018 (Wednesday)	05 July 2018 (Thursday)
BS Applied Physics (CAS) Doctor of Dental Medicine (CD) BS Nursing (CN)	03 July 2018 03 July 2018 04 July 2018	5 July 2018 (Thursday)	06 July 2018 (Friday)
BA Organizational Comm (CAS) BA Social Sciences (CAS) BA Behavioral Sciences (CAS)	04 July 2018 05 July 2018 05 July 2018	6 July 2018 (Friday)	09 July 2018 (Monday)
BA Development Studies (CAS) BA Philippine Arts (CAS) BA Political Science (CAS)	05 July 2018 06 July 2018 06 July 2018	9 July 2018 (Monday)	10 July 2018 (Tuesday)

Step 2. Schedule of submission of Entrance Credentials and Enrollment of First Year Students on 2 – 9 July 2018^{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 fourth year **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 HIGH SCHOOL CARD, NO ENROLLMENT
3. The original copy of Transcript (Form 137) 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, 2018-2019)

^{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 2018-2019 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
- 5.2 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 (if there is any)

- 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. (if there is any)
- 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. (if there is any)
- 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. (if there is any)

Step 7. Issuance of Identification Card

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

RSA ORIENTATION FOR CAMP, CD, CN, CP AND CPH STUDENTS JUNE 20, 2018 (Wednesday) at 9:00 am UP MANILA SOCIAL HALL, 8/F PGH Building, Taft Avenue, Manila

Start of Classes – 06 AUGUST 2018 Monday

Attend the Welcome Assembly for First Year Students
 on 06 August 2018 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.