

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 TO NEW FIRST YEAR STUDENTS OF
UP MANILA FOR AY 2022-2023:**

- A. Enrollment of first year students will be done by the Student Records Evaluators (SRE's) assigned to the different degree programs. This will be from **August 10 to 17, 2022**.
- B. The student will be enrolled only upon:
- a. Accomplishment of the google form that can be accessed through this link, https://bit.ly/IncomingFirstYearStudents_AY2022-2023 or through this QR Code:



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- b. Submission of the hard copies (electronic copies will not be acceptable) of the following documents by **August 5, 2022**:
 - i. Two (2) copies of the Admission Notice
 - ii. 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
 - iii. The original copy of Transcript (Form 137) for Junior and Senior High Schools duly signed by the principal/head of school
 - iv. Accomplished Health Declaration Form (downloadable from the website, our.upm.edu.ph) or can be accessed through this link: <https://our.upm.edu.ph/sites/default/files/Health%20Checklist%20for%20First%20Year%20Students.pdf>

- v. Accomplished two (2) copies of student directory (downloadable from the website, our.up.edu.ph) or can be accessed through this link:
<https://our.upm.edu.ph/sites/default/files/NEW%20OUR%20STUDENT%20DIRECTORY.pdf>
- vi. The original and two (2) photocopies of your Certificate of Live Birth (NSO/PSA certified)
- vii. Accomplished Return Service Agreement (RSA) form and two (2) photocopies duly notarized for those whose degree programs are covered by the RSA.
- viii. Two (2) recent colored 2" x 2" pictures with the printed name and signature of the student at the back
- ix. Additional Requirements for Foreign Students and those with Dual Citizenship:
 - Secure a study permit from the Office of Student Affairs, 3rd Floor, UP Manila Student Center Bldg., Padre Faura Street.
 - Original and one (1) photocopy of Identification Certificate (Recognition of Filipino Citizenship from the Bureau of Immigration).

*Submission can be done on site or through a courier service to this address:

Office of the University Registrar,
University of the Philippines Manila
Padre Faura corner Orosa Streets,
Ermita, Manila 1000

- C. Failure to accomplish the google form and/or submit the hard copies of the required documents would mean forfeiture of admission into UP Manila.
- D. A copy of the Form 5 will be sent through email as proof of enrollment before the start of classes on August 30. 2022.