

INSTRUCTIONS TO INCOMING FIRST YEAR STUDENTS AY 2021-2022 ON HOW TO ENROLL IN UP MANILA

ENROLLMENT DATE IS AUGUST 23 TO 27, 2021. PLEASE MAKE SURE THAT YOU FILL OUT THE GOOGLE FORM FOR NEW FIRST YEAR STUDENTS BY AUGUST 20, 2021.

Kindly go to this link or type it on your browser: <https://bit.ly/3AFFESq>

PLEASE SEND THE FOLLOWING DOCUMENTS TO THE:

OFFICE OF THE UNIVERSITY REGISTRAR, UP MANILA
PADRE FAURA CORNER MARIA OROSA STREETS, ERMITA, MANILA

PREFERRABLY VIA A COURIER SERVICE ON OR BEFORE THE ENROLLMENT DATES.

NO DOCUMENTS/NO ANSWER IN THE GOOGLE FORM, NO ENROLLMENT.

1. The original and two (2) photocopies of the Admission Notice
2. The original and two (2) photocopies of your Grade 12, your Senior High School card (Form 138) 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. Accomplished Health Declaration Form
(may download the form at the website - our.up.edu.ph)
5. Accomplished two (2) copies of Student Directory (may download the form at the website - our.up.edu.ph)
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 by those whose degree programs are covered by RSA
(may download the form at the website - our.up.edu.ph)
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, 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)

YOU WILL BE AUTOMATICALLY ENROLLED BY THE STUDENT RECORDS EVALUATOR ASSIGNED TO YOUR DEGREE PROGRAM ONCE WE RECEIVE THE COMPLETE DOCUMENTS.