

**GUIDELINES ON THE ONLINE SUBMISSION OF REQUIREMENTS FOR THE
ISSUANCE OF UNIVERSITY ADMISSION SLIP (UAS) AND
PROCESS OF RETURN FROM LOA FOR FIRST SEMESTER AY 2020**

Steps students need to follow for admission/readmission:

1. Prepare the following required documents:

New Graduate Student (Doctoral, Masters, or Diploma)

- Scanned copy of your filled-out **Student Directory** with photo (you may download form [here](#))
- Scanned copy of your filled-out **Certificate of Compliance** (you may download form [here](#))
- Scanned copy of your filled-out **Proposed Plan of Study** (you may download form [here](#))
 - Sample DURP Proposed Plan of Study (PPS) ([click here](#))
 - Sample MA Proposed Plan of Study (PPS) Thesis-Track ([click here](#))
 - Sample MA Proposed Plan of Study (PPS) Non-Thesis-Track ([click here](#))
 - Sample PhD Proposed Plan of Study (PPS) Field ([click here](#))
 - Sample PhD Proposed Plan of Study (PPS) Non-Field ([click here](#))
- Scanned copy of your filled-out **College Admission Slip** (you may download form [here](#))
- Scanned copy of your filled-out **Provisional Admission** (you may download form [here](#))
- Scanned copy of **Transfer Credential / Honorable Dismissal** (if from other school/university)
- Scanned copy of **Transcript of Records**
- Scanned copy of **Birth Certificate PSA / Marriage Certificate PSA**

Change of Program (DURP to MA and MA to DURP)

- Scanned copy of your filled-out **Student Directory** with photo (you may download form [here](#))
- Scanned copy of your filled-out **Certificate of Compliance** (you may download form [here](#))
- Scanned copy of your filled-out **Proposed Plan of Study** (you may download form [here](#))
- Scanned copy of your filled-out **College Admission Slip** (you may download form [here](#))
- Scanned copy of your filled-out **Application for Advance Credit** (you may download form [here](#))
- Scanned copy of **Approved Appeal Letter**

Return from AWOL

- Scanned copy of your filled-out **Student Directory** with photo (you may download form [here](#))
- Scanned copy of your filled-out **Certificate of Compliance** (you may download form [here](#))
- Scanned copy of your filled-out **Proposed Plan of Study** (you may download form [here](#))
- Scanned copy of your filled-out **College Admission Slip** (you may download form [here](#))
- Scanned copy of **Approved Appeal Letter**
- Scanned copy of proof of payment of **AWOL Fee** ([click here](#) for payment processing)

Return from LOA (1st Semester)

- Scanned copy of your filled-out **Student Directory** with photo (you may download form [here](#))
- Scanned copy of your filled-out **Return from Leave of Absence** (you may download form [here](#))
- Scanned copy of your filled-out **College Admission Slip** (you may download form [here](#))
- Scanned copy of **Approved Appeal Letter**

Return from LOA (1 Year)

- Scanned copy of your filled-out **Student Directory** with photo (you may download form [here](#))
- Scanned copy of your filled-out **Certificate of Compliance** (you may download form [here](#))
- Scanned copy of your filled-out **Proposed Plan of Study** (you may download form [here](#))
- Scanned copy of your filled-out **College Admission Slip** (you may download form [here](#))
- Scanned copy of **Approved Appeal Letter**

SPRING-ASIA Student

- Scanned copy of your filled-out **Student Directory** with photo (you may download form [here](#))
- Scanned copy of your filled-out **Certificate of Compliance** (you may download form [here](#))
- Scanned copy of your filled-out **Proposed Plan of Study of SPRING Student** (you may download form [here](#))
- Scanned copy of your filled-out **College Admission Slip** (you may download form [here](#))
- Scanned copy of your filled-out **Provisional Admission** (you may download form [here](#))

2. Compile and compress the requested forms in one (1) folder and rename it to *NatureOfRequest.Surname.FirstName* and email it to surp.graduatestudies@gmail.com

3. SURP will then evaluate your submitted documents and upon verification that your submission is in order, you will be notified about the status of your admission/readmission.