

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

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.ogs.upd@up.edu.ph

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.