

UP SURP ONLINE ADMISSION GUIDELINES FOR THE

1st SEMESTER AY 2020-2021

1. **Application form.** Click [here](#) to download . Attach the **ID picture** to the form. After filling up, scan and convert the form in pdf format. Rename the file (**SURP-Application Form.Lastname.Firstname.pdf**)
2. **Transcript of Records (TOR).** Scan in colored setting then save as PDF or JPEG Format. Use of phone camera can suffice but make sure letters are discernible. Rename the file (**TOR.Lastname.Firstname.pdf** or **TOR.Lastname.Firstname.jpg**).
3. **Philippine Statistics Authority (PSA) Birth Certificate.** Scan in colored setting then save as PDF or JPEG Format. Rename the file (**BirthCertificate.Lastname.Firstname.pdf** or **BirthCertificate.Lastname.Firstname.jpg**)
4. **Philippine Statistics Authority (PSA) Marriage Certificate for married women whose TOR reflects their maiden names.** Scan in colored setting then save as PDF or JPEG Format. Rename the file (**MarriageCertificate.Lastname.Firstname.pdf** or **MarriageCertificate.Lastname.Firstname.jpg**)
5. **Reference Form.** Click [here](#) to download.
 - References (Former professors or employers only. To be sent directly to UP SURP Office of Graduate Studies by the recommending parties) at jrjoaquin1@up.edu.ph.
Diploma and MA applicants – two (2) references
For PhD applicants – three (3) referencesPlease instruct your Referees to scan and convert the form in pdf format after filling up the form. Rename the file (**SURP-Reference Form.Lastname.Firstname.pdf**).
6. **Application Fee.** Save the screenshot of Proof of Transaction made at the UP Diliman Cash office and save as (**ApplicationFee.Lastname.Firstname.jpg**)
Note: Please refer to page 2 for Online Payments.
 - P300.00 – Filipino applicants
 - P300.00 – Resident foreign applicants
 - US\$25 – Non-Resident foreign applicants
7. Compile and compress all the files in one (1) folder and rename it as **SURPApplication.Lastname.Firstname.zip** and send to jrjoaquin1@up.edu.ph
 - a. Subject: UP SURP Online Admission 1st Sem AY 2020-2021.
8. For all FOREIGN APPLICANTS whose native language is not English, official test score in the Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required.
 - * TOEFL (61 - Internet Based Test)
 - * IELTS (5.5)
9. For online inquiries, visit our Facebook Group: **UP SURP Online Admission for 1st Semester 2020-2021** or email us at surp.graduatestudies@gmail.com
10. The university requires the submission of the original, official copies of the following documents upon enrollment, or at the designated time after the present COVID-19 lockdown.
 - a. Transcript of Records
 - b. Birth Certificate (PSA)
 - c. Marriage Certificate (PSA)
11. Visit the SURP official website www.surp.upd.edu.ph for further announcements.

**UP DILIMAN CASH OFFICE
COLLECTION SECTION**

Requirements for paying **MISCELLANOUS FEES**
thru **ONLINE bank payment**

(During Extended/General Community Quarantine only)

1. Secure first Billing Statement or Statement of Account.
2. Bank Name: **Land Bank**
3. Account Name: **UPD REVOLVING FUND**
4. Account Number: **3072-1006-96**
5. Screenshot successful payment transaction. This will serve as your proof of payment.
6. Send the screenshot / picture to cashoffice.upd@up.edu.ph cc: surp.graduatetestudies@gmail.com
 - a. **Subject: Application Fee**
College: School of Urban and Regional Planning
Nature of Payment: SURP Application Fee for Graduate Program
Attach the picture or screenshot of payment transaction
7. Please do not forget to furnish a copy (cc) to SURP Admission at email surp.graduatetestudies@gmail.com
8. All payments made **WILL NOT** be issued an official receipt. Refer to no.5 of this advisory.