Requirements for Admission

- Original and latest copy of Official Transcript of Records (OTR) including Certified Copy of Transcript prior to last school/university attended with remarks “For Evaluation Purposes”

- Honorable Dismissal or Certificate of Transfer Credentials from the last University/School attended

- Original and one (1) photocopy of Birth Certificate from Philippine Statistics Authority (PSA)

- Original and one (1) photocopy of Marriage Contract (for married women) from Philippine Statistics Authority (PSA)

- Four (4) original copies of recent colored passport size photos with name tag i.e. family name, first name and middle initial. Cut out or scanned photos are not accepted

- References (referral from a friend, colleague and relative are NOT acceptable. The reference form should be sent directly to UP SURP by the recommending parties)
  - For Diploma and M.A. applicants - two (2) references
  - For Ph.D. applicants - three (3) references
  Note: Hand carried references may be accepted provided it is placed in a sealed envelope with the signature of the referee on its flap.

- Admission Examination

- Official receipt of application fee in the amount stated below paid to the U.P. Cashier’s Office (Official Receipt must be submitted together with the application form)
  - P300.00 - Filipino applicants
  - P300.00 - Resident foreign applicants
  - US$ 25 - Non-Resident foreign applicants

- 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)

Reminders:

- The following must be indicated in your Official Receipt:
  SURP Application Fee for Graduate Program Account No. 9238-884-951-005-439

- Official receipt of application fee will be verified upon submission of application form and requirements.

- Application form with incomplete requirements/attachments will not be accepted.

18 February 2019