



UP SURP ADMISSION EXAM GUIDELINES FOR THE 1st SEM AY 2022-2023



1. **Application Form.** [Click here](#) to download. **Attach your ID picture to the form.** After filling up, scan and compile in one(1) PDF file. Rename the file (SURP-Application Form.Lastname.Firstname.pdf)
2. **Transcript of Records (TOR).** Scan in colored setting then compile in one(1) PDF file. Use of phone camera can suffice but make sure letters are discernible. Rename the file (TOR.Lastname.Firstname.pdf)
3. **GWA Certificate.** Scan in colored setting then save as JPEG Format. Rename the file (GWA Cert.jpg)
4. **Transfer Credential / Honorable Dismissal** (Non UP graduates only). If not yet available, please provide any proof of request made in your school. Save the file in pdf / jpeg format and save as (TransferCredential.jpg)
5. **Philippine Statistics Authority (PSA) Birth Certificate.** Scan in colored setting then save as JPEG Format. Rename the file (BirthCertificate.Lastname.Firstname.jpg)
6. **Philippine Statistics Authority (PSA) Marriage Certificate.** For married women whose TOR reflects their maiden names. Scan in colored setting then save as JPEG Format. Rename the file (MarriageCertificate.Lastname.Firstname.jpg)
7. **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) references
 - Please 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).
8. **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
9. Compile and compress all the files in one (1) folder and rename it as **SURP Application.Lastname.Firstname.zip** and send to jrjoaquin1@up.edu.ph
 - Subject: UP SURP Online Admission 1st Semester AY 2022-2023
10. **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)
11. Incomplete applications and/or out of date documentary requirements and those submitted beyond the deadline shall not be considered. Applicants who fail to comply with the requirements of online submission **shall not be eligible to take the examination.**
12. The university requires the submission of the original, official copies of the following documents upon enrollment, or at the designated time after the present quarantine.
 - Transcript of Records
 - Birth Certificate (PSA)
 - Marriage Certificate (PSA)
 - Transfer Credential / Honorable Dismissal (for Non-UP graduates)
 - Four(4) pieces recent colored passport size photos with name tag
13. 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. Bank Name: **Land Bank**
2. Account Name: **UPD REVOLVING FUND**
3. Account Number: **3072-1006-96**
4. Purpose of Payment: **SURP Application Fee for Graduate Program**
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.ogs@gmail.com
 - Subject: Application Fee
 - College: School of Urban and Regional Planning
 - Statement of Account: SURP Application Fee for Graduate Program
Account No. 9238-884-951-005
 - Please indicate your full name
 - Attach the picture or screenshot of payment transaction
7. Please do not forget to furnish a copy (cc) to SURP Admission at email surp.ogs@gmail.com
8. All payments made WILL NOT be issued an official receipt.
9. Alternative payment method through Link Biz Portal. [Click Here](#)