



UP SURP ADMISSION EXAM GUIDELINES FOR THE 2nd SEMESTER 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. 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 (for NON-UP graduates only).** If not yet available, please provide any proof of request made in your school. Save the file as (*Transfer Credential.jpg*)
5. **Philippine Statistics Authority (PSA) Birth Certificate.** Scan in colored setting then save as JPEG Format. Rename the file (*Birth Certificate.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 (*Marriage Certificate.LastName.FirstName.jpeg*)
7. **Reference Form.** [Click here](#) to download.
 - References (Former professors or employers only. To be send directly to UP SURP Office of Graduate Studies by the recommending parties) at surp.ogs.upd@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 and rename the file (*SURP-Reference Form.Applicant's Name.pdf*)
8. **Application Fee.** Save the screenshot of Proof of Transaction made at the UP Diliman Cash Office and save as (*Application Fee.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 it to surp.ogs.upd@up.edu.ph.
 - a. Subject: UP SURP Online Admission 2nd Sem 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 Incomplete applications and/or out of date documentary requirements and those submitted beyond the deadline shall not be considered.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 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 ID photo 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.graduatestudies@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. All payments made WIL not be issued an official receipt.
8. Alternative payment method through Link Biz Portal. [Click here.](#)