



SCHOOL OF URBAN AND REGIONAL PLANNING
UNIVERSITY OF THE PHILIPPINES
E. Jacinto St., Diliman, Quezon City 1101 PHILIPPINES



OFFICE OF GRADUATE STUDIES

U.P. Trunkline 8981-8500 loc. 4081

E-mail: surp.ogs.upd@up.edu.ph
Website: <https://www.surp.upd.edu.ph>

Good day!

- For Successful Applicants, please follow Steps **1 - 6** for Admission.

REQUIREMENTS FOR THE ISSUANCE OF UNIVERSITY ADMISSION SLIP (UAS)

New Graduate Student (PhD, MA & Diploma)

1. Prepare the following required documents/forms

- A. Proposed Plan of Study (PPS) ([click here](#))
 - Sample Diploma (URP) Proposed Plan of Study (PPS) ([click here](#))
 - Sample MA (URP) Proposed Plan of Study (PPS) Thesis-Track ([click here](#))
 - Sample MA (URP) Proposed Plan of Study (PPS) Non-Thesis Track ([click here](#))
 - Sample PhD (URP) Proposed Plan of Study (PPS) Field ([click here](#))
 - Sample PhD (URP) Proposed Plan of Study (PPS) Non-Field ([click here](#))
- B. College Admission Slip ([click here](#))
- C. Student Directory with photo (not computer scanned nor photocopies), 2 copies ([click here](#))
- D. Provisional Admission ([click here](#))
- E. Referral letter ([click here](#)) for the issuance of Medical Certificate from the UP Diliman Health Service (UHS) ([click here PEHA-2023-Guide.pdf](#)) to view the detailed instructions.)
- F. Birth Certificate/Marriage Certificate. *Original and one (1) photocopy from Philippine Statistics Authority (PSA)*
- G. Transfer Credential/Honorable Dismissal (*if from other school/university*)
- H. Transcript of Records

****Note: If you already submitted requirements letter F, G and H during the admission application no need to submit another copies.*

- 2. Fill out the necessary forms.**
- 3. Personally submit the original hardcopy at the UP SURP (New Building) Office of the Graduate Studies (OGS), Ground Floor E. Jacinto St., UP Diliman Quezon City, Philippines., 1101.**
- 4. SURP OGS will then evaluate your submitted documents, and, upon verification that your submission is in order, we will forward your requirements to the Admissions and Registration Division (ARD) of the Office of the University Registrar (OUR) for the issuance of the University Admission Slip (UAS) (*It may take 1 to 2 weeks to process the UAS*).**
- 5. Please note that **INCOMPLETE** requirements will **NOT** be processed.**

6. Please wait for further instruction/s through email. You will be notified about the status of your admission/readmission. Also, make sure that you have indicated your active email address/contact number correctly in your Student Directory.
- Deadline for Submission of Requirements is on **October 17, 2023 (Tuesday)**.
 - Kindly [Click here](#) for the list of Successful Applicants.

Thank you.

FOR INQUIRIES, please contact:

Office of the Graduate Studies (OGS)
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