

Graduate Application (for foreign applicants)

1. Student accomplishes application form and submits required documents to the Student Records Section on or before the deadline set by the college or school
2. Submit the following requirements:
 - Application Form
 - Official Receipt of Application Fee
 - Official Transcript of Records
 - Photocopy of Birth Certificate, original to be presented
 - Photocopy of Marriage Certificate, original to be presented (if married woman)
 - Applicants whose medium of instruction in their previous school is NOT English should take and pass TOEFL with minimum score of 500 if paper-based, 173 if computer-based, or 61 if internet-based test or IELTS with minimum scores of 5.5
 - Other documents required by the college
3. Student follow-up the result of evaluation on the date identified by the college or school
4. College SRE informs the accepted applicant of the results and issues the following:
 - a. Notice of Acceptance;
 - b. List of requirements to be submitted to ARS-OUR; and
 - c. Referral slip to UPHS for Medical Certificate
5. College SRE gives the Form 002 (College Admission Slip) to accepted applicant and two copies of Student Directory (to be accomplished by the student) to be forwarded to the ARS-OUR
6. ARS-OUR will issue an Acceptance Letter needed to get a student visa for the issuance of Study Permit from OSA
7. Student submits the following to the ARS-OUR for issuance of University Admission Slip:
 - a. College Admission Slip (Form 002)
 - b. Two copies of accomplished Student Directory with photos
 - c. Medical Certificate from the UPHS
 - d. Photocopy of Birth Certificate, original to be presented
 - e. Photocopy of Marriage Certificate, original to be presented (if married woman)
 - f. Transcript used for evaluation duly stamped and signed by the Student Records Evaluator or College Secretary at the back of the TOR.
 - g. Official Transcript of Records to be submitted in a sealed envelope/Authenticated copy of TOR
 - h. Study permit from OSA
 - i. Photocopy of passport, original to be presented
 - j. Plan of Study
8. Student submits the College copy of the University Admission Slip to the College SRE