



APPLICATION FOR ADMISSION TO GRADUATE PROGRAMS

UPOU Form No. 1
Revised Jan. 2020

University of the Philippines
OPEN UNIVERSITY
Los Baños, Laguna 4031, Philippines

This application shall not be acted upon unless the the following documents are received by the **Office of the University Registrar, UP Open University, Los Baños, Laguna** on or before the deadline for submission of application documents. Refer to the academic calendar posted at the OUR website (<https://our.upou.edu.ph/>) for deadlines.

1. Correctly and completely accomplished application form;
2. Original and photocopy of academic credentials (please refer to the Admissions Menu in the OUR website for more information);
3. Two (2) letters of recommendation from any of your employer/supervisor, former professor, or former program adviser (download the UPOU Form 1A at the OUR website for the recommendation form);
4. Proof of payment of application fee (**non-refundable**) amounting to Php 500.00 for applicants based in the Philippines or USD 100.00 for applicants based abroad (please refer to the OUR website for the payment procedure);
5. Two pieces identical 2"x2" photos and two identical 1"x1" photos, with your name and the program applied for printed at the back of the photos;
6. Photocopy of NSO or PSA Birth Certificate;
7. Photocopy of government-issued IDs with photo;
8. Additional requirements for foreign applicants (non-Filipino) (please refer to the OUR website for more information);
9. Additional requirements for Diploma in International Health (DIH) and Doctor of Communication (DCOMM) programs (please refer to the Admissions Menu in the OUR website for more information).

Note: PhD (Educ) and MPM have additional examination fees.

What program are you applying for?

Program: _____

Major: _____

Year/Term applied: _____

Current Location:

☐ Local

Province _____

Region _____

☐ Offshore

State/Province _____

Region _____

Country _____

A. PERSONAL DATA

Please print

¹NAME _____
Family First Middle

²GENDER ☐ Male ☐ Female ³AGE _____ ⁴DATE OF BIRTH _____ ⁵BIRTHPLACE _____ ⁶CITIZENSHIP _____

⁷CIVIL STATUS ☐ Single ☐ Married ☐ Widow/er ☐ Separated ⁸PRESENT OCCUPATION/POSITION _____ ⁹EMPLOYER _____
☐ Private ☐ Government ☐ Semi-Private ☐ Others: _____

¹⁰OFFICE ADDRESS _____ ¹¹HOME ADDRESS _____
Tel. No: _____ Province: _____ Tel. No: _____ Province: _____
Zip Code: _____ Region: _____ Zip Code: _____ Region: _____
Fax No: _____ Mobile No: _____

¹²PREFERRED MAILING ADDRESS: ☐ Office ☐ Home ¹³E-MAIL ADDRESS: _____

¹⁴Name, address and tel. no. of person to be notified in case of emergency: _____

¹⁵Additional Personal Information:

	Father	Mother	Spouse/Guardian
Full Name:			
Home Address:			
Tel. No.			

B. EMPLOYMENT BACKGROUND

¹⁶ Indicate the three (3) most recent occupational experience.

Please use additional sheet if necessary.

Name & Address of Employer	Position	Date		Brief Description of Duties
		From	To	

¹⁷ Subject(s) currently handled *(for teacher applicants only)*

¹⁸ No. of years working/teaching

¹⁹ FINANCIAL SUPPORT: ☐ Parents ☐ Self ☐ Loan ☐ Scholarship ☐ Others: _____

C. EDUCATIONAL BACKGROUND

²⁰ Have you been previously enrolled in the University of the Philippines?

☐ Yes ☐ No

If yes,

☐ Regular

☐ Non-degree

UP student number: _____

☐ Special

☐ Others: _____

What program/degree? _____

²¹ **UPOU does not allow any concurrent enrollment in two or more degree programs.** You must be cleared from all University/ies you have attended prior to application and admission to UPOU.

Furthermore, once admitted and enrolled at UPOU, you are not allowed to enroll in any other degree program at another university or in any other UP constituent university.

Are you a current student (enrolled, on residency, LOA, AWOL) in another college/university? ☐ Yes ☐ No

²² List tertiary and graduate schools previously attended.

Institution(s) Attended	Degree	Major Field	Inclusive Date	
			From	To

²³ Academic Honors, Awards and Scholarship. *Please use additional sheet if necessary.*

Award	Institution Conferring Award	Date Conferred

²⁴ Professional, Licensure and Civil Service Examination Taken:

Title of Examination	Date Taken	Rating

²⁵ Membership in honor, professional and community organization.

Please use additional sheet if necessary.

Organization	Nature of Organization	Position Held	Inclusive Date	
			From	To

²⁶ **Publications.** *Please use additional sheet if necessary.*

Title of Publication	Date Published

²⁷ **Unpublished papers or theses.** *Please use additional sheet if necessary.*

Title of Paper	Date Written

²⁸ **References.** List down names, positions and addresses of the persons whom you have requested to recommend you.

Name	Position	Address

²⁹ **Write an essay of about 500 words indicating your purpose for applying to the distance education programs and your plans after completion of graduate study at the UP Open University.**

Student Declaration:

“I hereby affirm that all information supplied herein is complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agree to abide by the policies rules and regulations of the UP Open University.

I have also read the University of the Philippines’ Privacy Notice for Students (<https://www.upou.edu.ph/up-data-privacy-notice-for-students/>). I grant my consent to and recognize the authority of the University of the Philippines to process my personal and sensitive personal information, pursuant to the abovementioned Privacy Notice and applicable laws in connection with my application to shift/transfer/be admitted as a student of UP Open University.

I likewise consent to and recognize UP’s authority to post online and/or in UP bulletin boards at its option to my name and program in the event I qualify for admission in order for the University to comply with its Charter to uphold the principle of transparency in the admissions process.”

**Please attach
2” x 2” photo here.**

**Please paste.
Do not staple.**

Signature

Date Signed

For more information, please inquire at the Office of the University Registrar:

Tel. Nos.: (6349) 536-6001 to 6 loc. 199/441
Telefax No.: (6349) 5360106

Email: admissions@upou.edu.ph
Website: www.upou.edu.ph