



**APPLICATION FOR ADMISSION TO UNDERGRADUATE PROGRAMS**

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. Proof of payment of application fee (**non-refundable**) amounting to Php 350.00 for applicants based in the Philippines or USD 75.00 for applicants based abroad (please refer to the OUR website for the payment procedure);
4. 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;
5. Photocopy of NSO or PSA Birth Certificate;
6. Photocopy of government-issued IDs with photo;
7. If below 18 years old (minor), original copy of the filled out and signed Consent and Assent Form for Minors downloadable at the OUR website;
8. Additional requirements for foreign applicants (non-Filipino) (please refer to the OUR website for more information).

**What program are you applying for?**

AA    BAMS    BES

Year/Term applied \_\_\_\_\_

**Current Location:**

Local

Province \_\_\_\_\_

Region \_\_\_\_\_

Offshore

State/Province \_\_\_\_\_

Region \_\_\_\_\_

Country \_\_\_\_\_

**A. PERSONAL DATA**

Please print

<sup>1</sup>NAME \_\_\_\_\_  
*Family First Middle*

<sup>2</sup>GENDER  Male  Female   <sup>3</sup>AGE \_\_\_\_\_   <sup>4</sup>DATE OF BIRTH \_\_\_\_\_   <sup>5</sup>BIRTHPLACE \_\_\_\_\_   <sup>6</sup>CITIZENSHIP \_\_\_\_\_

<sup>7</sup>CIVIL STATUS  Single  Married  Widow/er  Separated   <sup>8</sup>HOME ADDRESS \_\_\_\_\_  
Tel. No.: \_\_\_\_\_ Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Region: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_   <sup>9</sup>EMAIL ADDRESS \_\_\_\_\_

<sup>10</sup>PRESENT OCCUPATION: \_\_\_\_\_   <sup>12</sup>PREFERRED MAILING ADDRESS  Home  Office  
<sup>11</sup>OFFICE ADDRESS \_\_\_\_\_  
Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

<sup>13</sup>Name, address and tel. no. of person to be notified in case of emergency: \_\_\_\_\_

<sup>14</sup>Additional Personal Information:

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

**B. EMPLOYMENT BACKGROUND**

<sup>15</sup>Indicate in chronological order employment background. Applicants to the BAMS program, please state in details work experience related to multimedia. Please use additional sheet if necessary.

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

**C. EDUCATIONAL BACKGROUND**

**16 High School where you completed secondary level education**

Name of High School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Year of Completion: \_\_\_\_\_

**17 Have you previously taken the UP College Admission Test (UPCAT)?**  Yes  No UPG: \_\_\_\_\_  
 If yes, what was the result?  Passed  Failed  Waitlisted Year \_\_\_\_\_

**18 Have you been admitted to any of UP's courses/programs?**  Yes  No UP Student No.: \_\_\_\_\_  
 If yes, in what degree/course? \_\_\_\_\_ Date Admitted \_\_\_\_\_

**19 Have you previously attended college?**  Yes  No

Degree/Course	School	Units Earned	Inclusive Dates	
			From	To

**20 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

**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