



基立學院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : JANUARY 22, 2021
TO : PARENTS / GUARDIANS OF G12
FROM : MS. MARY JANE T. AKMAD
DIRECTOR, CHRISTIAN FORMATION DEPARTMENT
SUBJECT : ADVISORY ON UNIVERSITY ADMISSION APPLICATION
UNIVERSITY OF THE PHILIPPINES (UP)

Greetings!

Please be informed of the following admission application for UP as posted last January 8, 2021 in their website
<https://upadmissionsonline.up.edu.ph/> ; <https://upcollegeadmissions.up.edu.ph/>

GENERAL INFORMATION BULLETIN ON FRESHMAN ADMISSIONS, Academic Year 2021-2022

In the absence of a college admission test for the specific intake year 2021-2022, a composite of the final grades in Grade 8, 9, 10 and first semester of Grade 11 shall be the basis to determine the UP admission grade (UPG). Specific degree programs may request for additional requirements to qualify for admission, if deemed necessary. To implement the policy of democratic access, UP also considers socioeconomic and geographic factors in its admission process.

ADMISSION INTO THE UNIVERSITY

A. Choice of Campus and Degree Program

SELECTION for a Campus

Admission into UP is very selective due to high demand. Applicants come from very diverse backgrounds but they are all ranked based on indicators of academic preparedness for university life.

- Selection for admission to a campus is based on the applicant's rank, campus quota and/or cut-off grade.
- A successful applicant can receive an offer of admission to only one campus out of 2 choices.

SELECTION for a Degree Program

The successful applicants for a given campus are ranked according to grade predictors and quotas of their chosen degree programs. Some degree programs are more competitive due to high demand.

- Applicants should choose only degree programs they are interested in. If an applicant is not successful for his/her first choice of campus, the process continues in order of priority of the remaining choices.
- Applicants who are selected for a given campus but have not been selected for any of their chosen degree programs in that campus will be assisted by the Office of the University Registrar to choose a degree program with available slots (DPWAS).



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Appeals

If your application to any of your campus choices is not successful, you may appeal for admission to a degree program in another UP campus if your admission score is within the campus' cut-off grade, and the program has available slots.

- Some campuses are not open to appeals. Please check the different campus websites to find out which campuses are open to appeals.
- Each campus may have additional criteria in processing appeals.

To minimize exposure to the coronavirus, all forms shall be submitted online. Applicants shall accomplish Form 1 (Personal Data Sheet) electronically and upload their photo and electronic signature. Some questions in the PDS will be used for research and have no bearing in the evaluation for admission. However, we encourage applicants to fill out information as completely as they can to enable the University to conduct better analyses of data.

High Schools shall be requested to log on to the Grades Submission link to accomplish Form 2 (High School Records) on behalf of the applicants.

APPLICATION FOR ADMISSION FOR AY 2021-2022

I. MINIMUM APPLICATION REQUIREMENTS

1. Senior high school student expecting to graduate before SY 2021-2022 from a DepEd-accredited high school or an accredited secondary school abroad; OR
2. Graduate of a DepEd-accredited high school or accredited secondary school abroad; AND
3. Must have final grades for Grade 8, 9, 10 and first semester of Grade 11;
4. Must not have taken any college subject/s; AND
5. Must not have taken the UP College Admission Test before.

DATES TO REMEMBER

START OF ONLINE APPLICATION PERIOD	7 January 2021
DEADLINE FOR FILING OF APPLICATIONS	15 February 2021



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CHECKLIST OF REQUIRED DOCUMENTS

Before you start your application, please prepare the following documents that you are required to submit together with your application. Refer to this checklist before you submit Form 1.

CATEGORY OF APPLICANT	REQUIRED DOCUMENTS*
All applicants	Fully accomplished Forms: Form 1 Personal Data Sheet Form 2 High School Record
IF High school graduate	High school diploma
IF Graduating in 2021 from a local HS	DepEd Certificate of Recognition or Permit to Operate
ONLY IF Transferee (i.e. has taken subjects from another high school)	Certified clear photocopy of the Permanent Secondary School Record (F137) from other school with all the grades earned therein
For Foreign Applicants Only	Proof of payment of application processing fee

II. HOW TO APPLY

STEP 1. Fill out application Form. Online application will be open by January 7, 2021. (Manual application will only be available in selected regional areas. Contact +639189049195 or upcollegeapplications.oadms@up.edu.ph).

For ONLINE application: Go to <https://upadmissiononline.up.edu.ph>.

- You will need a valid email address for logging on to your application account and for receiving notifications about your application status and results.
- Please check if the email address you intend to register in order to file your application has not been compromised in a data breach. Kindly refer to <https://haveibeenpwned.com/>.
- We strongly encourage the use of secured e-mail accounts preferably with two-step verification to better protect your right to data privacy.
- When you create your account do not recycle or re-use passwords already associated with the email address you intend to register in order to secure your personal data.
- Please keep your access credentials secure.
- Do not create multiple accounts as these will cause much delay in accessing your application forms.
- You are required to read the [UP Privacy Notice for Applicants for Freshmen Admissions Academic Year 2021-22](#) before creating your account and filling out Form 1.
- Make sure you have a stable internet connection.
- Fill out Form 1 completely.

PLEASE DO NOT FORGET YOUR E-MAIL ADDRESS AND PASSWORD.



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2. The Online portal shall automatically forward a request to your high school principal/school head to fill out Form 2 (Secondary School Record).

- Only a duly authorized school official may fill out this form with your high school records.
- Your accomplished Form 2 shall be forwarded to you for your own record-keeping. You should raise to your high school any issues in your grades to ensure the veracity of records to be used in your application.

STEP 3. FOR NON-FILIPINO APPLICANTS ONLY: Pay the Application fee.

The non-refundable Application Fee is:

- P450 for resident foreign applicants studying in the Philippines
- US\$50 for non-resident foreign applicants

MODES OF PAYMENT: The application fee may be paid through any of the following:

- Any Land Bank (LBP) branch, Account No. 1462-2220-13 (only for peso payments);
- Any Philippine National Bank (PNB) branch, Account No. 108610027120 (for peso payments) or Account No. 108660027136 (for US dollar payments);

NOTE:

1. Landbank and PNB will be charging a service fee of P25 for every application;
2. Different banks have also set their own fees for the purchase of Manager's Checks and Cashier's Checks.

STEP 4. Check if the completed Forms 1 and 2 and all other required documents are uploaded in the Online Portal.

1. You will be notified by email regarding the status of your application. You may also monitor the status of your application by logging on to your UP College Admissions Online Account (<https://upadmissionsonline.up.edu.ph>).

Visit <https://upcollegeadmissions.up.edu.ph> regularly for announcements and updates regarding your application for admission.

III. APPLICATION RESULTS

Check the UP website <https://upcollegeadmissions.up.edu.ph> for announcements on the application results. You will need the same email account that you used for application to view your application results. If you qualify for admission to UP, register according to the instructions provided by the college or unit to which you have been accepted.

Note: Procedures modified based on the need of JCA G12 students

Please be guided accordingly.