|  |  |
| --- | --- |
| NAME : |  |
| Degree/Major Field: |  |

**“ON-LINE APPLICATION FOR GRADUATION USING YOUR UP MAIL ACCOUNT IS A MUST”**

**List of requirements for graduating master’s degree with thesis and Ph.D. candidates for graduation**

***Complete full name*** *is required in your* ***I.P.R. page****,* ***title page, approval page and abstract page***

1. Accomplish and submit the following forms
* Data Privacy Consent Form
* Alumni Information Sheet

## Data for the diploma and commencement program

1. **Proof of payment** for the required fees (*payable at the Cash Division, Administration Building*)
2. **Graduation fee,** Account Symbol = 9310800-503-4020201099; Amount = P220.00

**Alumni Fee,** Account Symbol = 0517-003-2040101000; Amount = P40.00

**Carillon Fee,** Account Symbol = 0518-003-2040101000; Amount = P40.00

**English Diploma,** Account Symbol = 93-007-25; Amount =P300.00*(for international graduating students)*

1. **Binding fee** =**PhP450.00** (*official receipt & account symbol may be obtained from the Bindery Section located at the basement of Administration Building)*
2. **Certificate of Completion** and **True Copy of Grades,** Account Symbol=93-007-25; Amount=PhP50/copy
3. **Actions taken** **on the Report of External Examiner** (*with a notation “****ok for 3 copies***” )
4. Three (**3**) copies of **unbound hard copies of manuscript** (*1 copy per envelope*) **properly labeled with your full name, degree, major field, and last semester of enrollment**
5. Two (2) extra copies of **I.P.R. page, approval page and abstract page** (*for the Graduate School*)
6. **University Clearance, UPLB Form 13A** (*available at OSA Director’s Office or OSA website*)
7. **College Clearance** (*graduating Master’s and Ph.D. students under IGRD-CPAf and IWEP-CAFS*)
8. e-copy of manuscript *(approval page signed by the dean of Graduate School)* and Journal article/s in PDF and Word Format
9. **Journal article** based on the thesis/dissertation with a **Certification of Publishable Quality** signed by the guidance/advisory committee (M.Sc. = 1 journal article and PhD = 2 journal articles)
10. **For Ph.D. candidates only,** please contact Ms. Lilian A. Banalo (*Tita Pinky*) for the Reservation of Doctoral Hood