

**New Graduate Student Enrollment Procedure for 2<sup>nd</sup> Semester 2018-2019**  
For easier reference go to: [www.graduateschool.org](http://www.graduateschool.org)

Overall enrollment processing time: 2-3 working days.

**PRE-ENROLLMENT ACTIVITIES**

- 1)  Accomplish the Acceptance/Deferment card (<https://uplbgraduateschool.org/img/PDF/AcceptanceDefermentCard.pdf>) and submit to GS or email image to [admissions.gs.uplb@up.edu.ph](mailto:admissions.gs.uplb@up.edu.ph)  
\*Estimated time: 5 min for manual transaction
- 2)  Accomplish the Student Directory, (<https://uplbgraduateschool.org/img/PDF/StudentDirectory.pdf>) submit it to the Office of the University Registrar (OUR), present a copy of your Notice of Admission and wait for your  1. Medical exam permit and  2. Certification of submission of student directory and student number.  
\*Estimated time: 15 min

STEPS 3, 4 and 5 may be undertaken in any order before proceeding to step Enrollment proper (Step 6).

- 3) Proceed to the University Health Service for  1. Medical examination and  2. Obtain Medical certificate.  
\*Estimated time: 1-3 working days, while waiting for Medical certificate you may proceed to step 4, 5
- 4)  Get or download the Recommended Courses Form (<https://uplbgraduateschool.org/img/RECOMMENDED%20COURSES%20FOR%20NEW%20STUDENTS.pdf>) and  COI form (Consent of Instructor) (<https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>) if necessary.  Meet with your temporary adviser to discuss the courses to enroll.  The Adviser should sign the recommended Courses form.  COI forms should be signed by the instructor handling the course to be taken. COI is a prerequisite only it doesn't mean that you are accepted in the class. (See additional Step if courses are already closed)  
\*Estimated time: 20 min consultation, 20 min per course for COI
- 5)  (For international students only) Obtain a Study Permit from Office of Student Affairs (OSA)  
\*Estimated time: 5 min per student

**ENROLLMENT PROPER (Starting Jan 8, 2019)**

- 6)  Proceed to Graduate School for:  1. Encoding in SAIS to obtain a SAIS ID,  2. Submit Medical Certificate  3. Submit Certification of submission of student directory and student number,  4. Submit accomplished recommended courses form  5. Encoding of courses,  6. Submit COI if necessary  
\*Estimated time: 10 min per student, waiting time may be up to 5 hours depending on the volume of students.  
NOTE: Priority numbers will be issued. Only the first 100 students will be accommodated in 1 day. Cutoff may be as early as 3PM depending on the number of students.
- 7)  Pay your fees and get Official Registration Form (Form 5)  
 Pay through the Landbank, proceed to any Landbank branch and accomplish the deposit slip (Account Name: UPLB/Account number: 1892222009).  Secure a copy of the deposit slip and submit to Window 11 of the Office of the University Registrar (OUR) for posting. Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR. Get Form 5  
 If you are a scholar, proceed to tagging at GS (DOST, CHED) or Office of the University of Registrar for other scholarships. Get Form 5

Important Additional Steps after enrollment, to be accomplished after the enrollment period, on or before Feb 15, 2019

- 8)  Obtain a UPLB Student ID
- 9)  Obtain a UPLB Liham and UP Mail by going to the UPLB ITC. Bring  1. UPLB ID or Form 5
- 10) After obtaining a UP Mail, make sure to Obtain a SAIS Account and Credential.  1. Using your UP Mail Email: [lgbolanos@up.edu.ph](mailto:lgbolanos@up.edu.ph) and request for a SAIS Credential, state your full name, SAIS ID, and Student Number.  2. Receive your SAIS Credentials in your UP mail.
- 11)  After obtaining a UP Mail, go to the SAIS Team at OUR to obtain access to UPLB Payment Appointment system

Additional Step if courses are already closed

Get Modified Form 5a at GS. Fill it up and go to the faculty in charge of the course. Have it signed to signify that she/he is accepting you in her/his class. The faculty in charge has the right to deny you if the class is already full. Proceed to Step 6.5  
Estimated time: 20 min per course