

**New Graduate Student Enrollment Procedure.**  
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  
Note: See step 5. You may accomplish step 5 if you already have an active UP Mail.
- 3) Proceed to the University Health Service for  1. Medical examination and  2. Medical certificate.  
Estimated time: 1-3 working days, while waiting for Medical certificate you may proceed to step 4, 5, 6, 7.

STEPS 4 and 5 may be undertaken in any order before proceeding to step Enrollment proper (Step 7).

- 4)  Go to Graduate School for admission in SAIS to obtain a SAIS ID.  Students without UP Mail should obtain a UP Mail by emailing a request to: [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph). Attach an image of your  1. Notice of Admission  2. Certification of submission of student directory and student number  3. Indicate your SAIS ID,  4. Check your email after 1-2 days and see if you are issued with UP Mail.  
 Go to SAIS Team at OUR to Obtain SAIS account  and obtain access to UPLB Payment Appointment system. You may skip this step if you have an existing access to PAS or intend to pay through bank deposit or a scholar who will not pay through UPLB Payment centers.  
Estimated time: 5 min per student, the rest are online transactions, while waiting for email response proceed to step 5 and/or 6.
- 5)  Get or download the form for recommended courses (<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. You may check <https://www.uplbgraduateschool.org/img/GRADUATE%20%20PROGRAMS%20%20AND%20%20COURSES.pdf> to see if a course needs COI.  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
- 6)  (For international students only) Obtain a Study Permit from Office of Student Affairs (OSA)  
Estimated time: 5 min per student

**ENROLLMENT PROPER**

- 7)  Proceed to Graduate School for:  1. Encoding,  2. Submit Medical Certificate,  3. Submit accomplished recommended courses form,  4. Enrollment of courses. Its best to enlist on your own if you are successful with step 4.4. you may view tutorial videos at: <http://itdc01.up.edu.ph/sais-video-tutorials/>  
Estimated time: 10 min per student, waiting time may be up to 5 hours if you don't have access to SAIS.  
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.
- 8)  Pay your fees and get Official Registration Form (Form 5)  
 Payment Option 1. To settle matriculation fees, set an appointment online using the Payment Appointment System (PAS) (<https://pas.uplb.edu.ph/>) before proceeding to the Cashier's Office or the other satellite payment centers. Get appointment to pay your fees. Pay Fees on your appointment date and time and obtain Form 5.  
 Payment Option 2. If payment will be made through the bank, proceed to any Landbank branch and accomplish the deposit slips (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

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 7.4.  
Estimated time: 20 min per course