

Continuing Graduate Student Enrollment Procedure

SCHEDULE

General Registration for Continuing Student (Online Only through SAIS): July 30 – August 3

Assisted Enrollment for Continuing Student: August 5 – August 13

Last day of Enrollment: August 13

ABSOLUTELY NO EXTENSION OF ENROLLMENT

- 1) Enroll at SAIS: <http://sais.up.edu.ph/> starting July 30, 2019. You may view tutorial videos at: <https://itdc.up.edu.ph/uis/students>
- 2) (For international students only) Obtain a Study Permit from Office of Student Affairs (OSA)
- 3) 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 require Consent of Instructor.

Get or download COI form (Consent of Instructor) (<https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>). You may check in SAIS if the course needs a COI to see if a course needs COI, if you search the class and click on the section the Class details will appear if the class needs COI, Consent of Instructor Required will show up in the class Enrollment Information. COI forms should be signed by the instructor/Authorized person 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)

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. **Go to GS Starting Aug. 5** to have your courses encoded in SAIS.

Additional Step if there is a Hold on your Record

Go to your Student Center in SAIS and click Holds. Go to the office/person that put a hold on your record to clear it. Holds are accountabilities or requirements that you haven't complied with like unsettle loans, unconverted Probationary Admission status, unreturned books, etc.