

Congratulations on your admission to The UPLB Graduate School.

To process your enrollment, please read first then follow these procedures. Enrollment of New Students consists of two major processes these are Pre-enrollment and Enrollment Proper. Enrolling for the first time can be quite overwhelming since it involves various UPLB offices with their own set of requirements so it is very important to manage your expectation and time. Ideally Pre-enrollment should be done before the Regular Registration Schedule.

PRE-ENROLLMENT (Before July 31)

1. a. Accomplish the Acceptance/Deferment card (<http://uplbgraduateschool.org/img/PDF/AcceptanceDefermentCard.pdf> /) and submit via email to admissions.gs.uplb@up.edu.ph
- b. Print and accomplish the Student Directory, (<http://uplbgraduateschool.org/img/PDF/StudentDirectory.pdf>).
- c. Read the Guidelines for Pre-enrollment Physical (Medical) Examinations (<https://uplbgraduateschool.org/img/resources/Guidelines%20for%20pre-enrollment%20physical%20exam.pdf>).
2. During your scheduled medical examination date bring the following to the Office of the University Registrar (OUR): 1) Copy of Notice of Admission 2) accomplished Student Directory
3. The OUR will give you: 1) Certification of submission of Student Directory and Student Number 2) Medical Permit
4. Request for a UP Mail. If you don't have a UP Mail yet you can request by going to the ITC: bring your 1) Notice of Admission and 2) Certification of submission of Student Directory and Student Number.
5. Go to the University Health Service (UHS) present your Medical Permit and undergo Medical Examination. You may be required to come back for your Examination Result and Medical Certificate. While waiting for the Certificate you may proceed to Step 6.
6. Go to The Graduate School. Present your Certification of submission of Student Directory and Student Number and be encoded in the Student Academic Information System (SAIS). You will be given a SAIS ID. Your SAIS Account Credentials will be emailed to your UP Mail. Additional requirement for International Students, Pay Study Permit at Office of Student Affairs (OSA).
- * Accomplish your Recommended Courses Form (<https://uplbgraduateschool.org/img/resources/RECOMMENDED%20COURSES%20FOR%20NEW%20STUDENTS.pdf>) by meeting your temporary adviser to discuss the courses to enroll. The Adviser should sign the Recommended Courses form. Consent of Instructor (<https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>) is a prerequisite of most courses, accomplish them too if necessary. You may check the Class Schedule and if the course requires COI here: <http://uplbgraduateschool.org/img/resources/Class%20schedule%201st%202018-2019.pdf>, look at the last column if it is marked with an I or D, it requires COI. You may do this process any time after step 3 and before proceeding to step 8
7. Go to the UHS on your scheduled claiming of Medical Certificate and get your Medical Certificate. While it is rare for somebody to be unfit for graduate studies, your enrolment might be delayed or stopped depending on your Medical Condition.
8. If you are Fit to Enroll, go to The Graduate School and Submit Medical Certificate, Signed Recommended Courses Form and Consent of Instructor, if necessary.

ENROLLMENT PROPER (July 31 Onwards)

9. Enrol at SAIS: <http://sais.up.edu.ph/> you may view tutorial videos at: <https://itdc.up.edu.ph/uis/students/>
10. Settle your fees and get Official Registration Form (Form 5)
 - a) 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.

- b) 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
- c) 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 PROCEDURES

Additional Step if courses require Consent of Instructor.

- 1) Get or download COI form (Consent of Instructor) (<https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>).
You may check <http://uplbgraduateschool.org/img/resources/Class%20schedule%201st%202018-2019.pdf>, look at the last column if it is marked with an I or D, it requires COI. 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)
- 2) Submit the signed COI at Graduate School. Wait 24 hours and enrol the course in SAIS.

Additional Step if courses are already closed

- 1) Get Modified Form 5a ([https://uplbgraduateschool.org/img/GS%20MODIFIED%20FORM%205A%20\(1\).pdf](https://uplbgraduateschool.org/img/GS%20MODIFIED%20FORM%205A%20(1).pdf)). 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.
- 2) Submit the signed Form at Graduate School. Wait 24 hours and check if it's been enrolled in SAIS.

Always refer to the announcements at GS website (<http://uplbgraduateschool.org>) for the registration schedule and possible changes to these procedures.

REVISION HISTORY

VER 2. Deleted: go to the SAIS Team at OUR to request for your SAIS Account

VER 3. Changed requesting of UP Mail from emailing helpdesk to requesting at ITC