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
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

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.

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

4) ◯ 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 with the Volunteers 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.

   NOTE: COI forms should be signed by the instructor handling the course or an authorized enlistor. 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

6) STEP A. ◯ 1. Proceed to Graduate School Assisted Enlistment Area and secure a Queue number and Student Pledge ◯ 2. Go to Step A for admission/encoding in the system ◯3. Show Certification of submission of student directory and student number, and Notice of Admission. ◯ 4. After data capture, Secure a Queue Number for Step B

   STEP B. ◯ 1. Have your courses encoded (some courses may need COI or some may be closed, see step 4 for courses needing COI and Additional Step below if courses are already closed) if everything is ok, ◯ 2. Submit Medical Certificate ◯ 3. Submit accomplished recommended courses ◯ 4. Submit Certification of submission of student directory ◯ 5. Submit Student Pledge ◯ 6. Obtain a SAIS ID and Fee slip.

   NOTE: Estimated time: 10 min per student, waiting time may be up to 5 hours. 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 enrollees.

7) Pay your fees and get Official Registration Form (Form 5)
   ◯ Payment Option 1. Go to the Cashier's Office or the other on campus payment centers. Pay Fees 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 as proof of enrollment.
   ◯ 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 B.
   Estimated time: 20 min per course