**UPB-GP Form No. 1 APPLICATION FOR ADMISSION TO GRADUATE PROGRAMS**

**Recent**

**2” x 2”**

**Picture**



**University of the Philippines Baguio**

**Graduate Programs Office**

Gov. Pack Road, Baguio City 2600

(074) 442-2460 | gpo.upbaguio@up.edu.ph

**GRADUATE PROGRAM TO APPLY FOR:**

(Please tick box where appropriate):

* Master of Arts in History
* Master of Arts in Language and Literature
* Master of Arts in Social and Development Studies
* Master of Management
* Master of Science in Conservation and Restoration Ecology
* Master of Science in Mathematics
* Doctor of Philosophy in Indigenous Studies
* Doctor of Philosophy in Mathematics
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS TO THE APPLICANT:**

Complete this form and submit to the UP Baguio GPO with the following attachments:

* Official Transcript of Records, updated with records of most recent enrollment (Validity of OTR will be determined from the remarks indicated thereof) – 1 Original and 2 Photocopies
* Three (3) Reference Report Forms- 1 from the applicant’s immediate supervisor 2 from former professors
* Recent 2” x 2” Photo (4 copies)
* **For working applicants:** an official permit from his/her employer/supervisor indicating the maximum number of units the student is allowed to enroll.
* **For married women:** PSA Marriage Certificate
* **For foreign applicants:** A Test of English as a Foreign Language Certificate with a score equivalent to 500 or a Certificate of English as Medium of Instruction from his/her university
* PSA Birth Certificate or Equivalent (for foreign applicants) – Original and 2 photocopies
* Application and Testing fee (250 PHP) - OR# \_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Foreign applicants are required to pay an additional 20.00

USD on top of the application fee

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. PERSONAL INFORMATION** (Please type or print legibly.)

Family Name First Name Middle Name

Present Address: Tel. No.:

Business/Office Address: Email Address: Contact Number/Fax: Occupation:

Civil Status: \_\_ Single \_\_Married \_\_Others \_\_\_\_\_\_ Name of Spouse: No. of Children:

Citizenship: Religion: Ethno-linguistic Group:

Sex: \_\_Male \_\_Female Date of Birth (dd/mm/yyyy): Place of Birth:

**II. EDUCATIONAL ATTAINMENT:**

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| **NAME OF SCHOOL/ COLLEGE/UNIVERSITY ATTENDED** | **DEGREES (WITH SPECIALIZATION) NO. OF UNITS EARNED** | **INCLUSIVE DATES OF ATTENDANCE** | **HONORS RECEIVED** | **GENERAL WEIGHTED AVERAGE** |
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**III. EXAMINATIONS PASSED** (e.g Licensure Examinations, Civil Service, Bar Examinations, TOEFL, IELTS, etc.)

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| **NATURE OF EXAMINATIONS** | **DATE TAKEN** | **RATING** |
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**IV. EMPLOYMENT HISTORY** (Please provide a separate sheet if necessary. Please specify if supervisory or Rank & File.)

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| **ORGANIZATION AGENCY/EMPLOYER** | **ADDRESS** | **POSITION** | **INCLUSIVE DATES** | **SUPERVISORY** |
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**V. OTHER INFORMATION** (If not applicable, please state “NONE or “N/A”. Please use a separate sheet if necessary)

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| **PUBLICATIONS** (Please specify under “Classification” whether publication was released through Municipal, Citywide, Provincial, Regional, National or International.) | | |
| **TITLE OF PUBLICATION** | **PLACE OF PUBLICATION** | **CLASSIFICATION** |
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| **AWARDS RECEIVED** (Please indicate under “Classification” if such award is Academic, Municipal, Citywide, Regional, National or International.) | | |
| **NATURE OF AWARD** | **AWARDED BY** | **CLASSIFICATION** |
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| **INVOLVEMENT/ MEMBERSHIP IN SCHOOL/ PROFESSIONAL/ COMMUNITY/ CIVIC ORGANIZATIONS** (Indicate under “Position” if officer, active or inactive.) | | |
| **NAME OF ORGANIZATION** | **POSITION** | **ACCOMPLISHMENTS** |
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| **SEMINARS/ TRAININGS/ CONFERENCES, MEETINGS ATTENDED (Use a separate sheet if necessary; indicate under “Level” whether International, National, Provincial, Regional, Local-Based; specify under “Nature of Participation” whether Lecturer, Participant, Organizer-Staff, etc.)** | | | |
| **SEMINARS ATTENDED** | **LEVEL** | **NATURE OF PARTICIPATION** | **DATE ATTENDED** |
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**MEANS OF FINANCIAL SUPPORT**: \_\_Parents \_\_Self \_\_Loans \_\_Scholarship

\_\_Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If self-supporting, state annual gross income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-**  Have you ever been convicted for violating any law, decree, ordinance or regulations by any court or tribunal? \_\_ Yes \_\_ No

**-** Do you have any pending administrative/criminal case? \_\_ Yes \_\_ No

**-** Have you ever been subject to any academic or disciplinary action from any institution attended? \_\_ Yes \_\_ No

(If your answer is “Yes” to any or all of the above questions, give particulars on a separate sheet)

**VI. REFERENCE INFORMATION** (Provide persons, not related by consanguinity or affinity, which could vouch for you. The names of persons listed herein should accomplish the “REFERENCE REPORT” form as enclosed.)

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| **NAME** | **ADDRESS** | **TEL. NO.** |
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**VII. STUDENT DECLARATION** (this application is not valid unless signed by the applicant.)

* I understand and will comply with the statutes, rules and regulations of the University of the Philippines.
* I understand that the University of the Philippines or the Institute/Department/College I am attending to apply may reverse any admission decision made on the basis of incorrect or incomplete information at the time of lodging this application.
* I agree to notify the responsible office immediately if there is any change to the information I have given in this application.
* I acknowledge that the provision of incorrect information or documentary may result in the cancellation of my enrollment or in any sanctions therein.
* I declare that the information given on this form is true and correct.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPLICANT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REASONS FOR APPLYING IN THIS PROGRAM:**

Write an essay of 200-300 words on your purpose(s) in seeking admission to the graduate program and what the program can contribute to your current or preferred career.

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**FOR GPC USE ONLY**: (Tick Decision) DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCEPTED ACCEPTED but conditional on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOT ACCEPTED/REMARKS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE/S OF ADMISSION COMMITTEE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER REMARKS

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