



GRADUATE PROGRAMS OFFICE
UNIVERSITY OF THE PHILIPPINES BAGUIO

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UPB-GP Form No. 1: Application for Admission to the Graduate Programs

List of Requirements:

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

- ☐ Original Official Transcript of Records, updated with records of most recent enrollment
 - ☐ Three (3) Reference Report Forms – 2 from former professors and 1 from the applicant’s immediate supervisor
 - ☐ Recent 2” x 2” Photo (3 copies, 1 copy to be pasted on application form)
 - ☐ **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 (PPT) with a score equivalent to 500 or a Certificate of English as Medium of Instruction from his/her university
 - ☐ Original PSA Birth Certificate or Equivalent (for foreign applicants)
 - ☐ Application and Testing fee (250.00 PHP)
Receipt Number: _____
- Note:** Foreign applicants are required to pay an additional 20.00 USD on top of the application fee

Others: _____

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: _____

I. Personal Information (Please type or print legibly. Write N/A if not applicable.)

Name [Last, First, Suffix (if applicable), Middle]:

Sex (Male or Female): Date of Birth (mm/dd/yy): Citizenship:

Contact Number: Email Address:

Present Address (House No., Street, Barangay, City / Municipality, Province):

Occupation: Business/Office Address: Landline/Email:

Place of Birth: Ethnolinguistic Group: Religion:

Civil Status: Name of Spouse (if applicable): No. of Children:

Recent
2” x 2”
Picture

II. Educational Attainment

School/College/University Attended	Degree Obtained (With Specialization, No. of Units Earned)	Inclusive Dates of Attendance	Honors Received	General Weighted Average (GWA)

III. Examinations Passed (e.g., Licensure Examinations, Civil Service, Bar Examinations, TOEFL, IELTS, etc.)

Name of Examination	Date Taken	Rating

IV. Employment History (Please specify if Supervisory or Rank & File. Use a separate sheet if necessary.)

Agency/Company Name	Address	Position	Inclusive Dates of Employment	Nature of Work (Supervisory or Rank & File)

V. Other Information (Write N/ A if not applicable. Use a separate sheet if necessary.)

Publications (Please specify under “Classification” whether publication was released through Municipal, Citywide, Provincial, Regional, National, or International.)		
Title of Publication	Place of Publication	Classification
Awards Received (Please indicate under “Classification” if such award is Academic, Municipal, Citywide, Regional, National, or International.)		
Nature of Award	Awarded By	Classification
Involvement/Membership in School/Professional/Community/Civic Organizations (Indicate under “Position” whether you are an Officer, Active or Inactive Member.)		
Name of Organization	Position	Accomplishments

Seminars/ Trainings/ Conferences/Meetings Attended (Use a separate sheet if necessary; indicate under “Level” whether the event was International, National, Provincial, Regional, or Local-Based; specify under “Nature of Participation” whether you participated as Lecturer, Participant, Organizer-Staff, etc.)			
Seminars Attended	Level	Nature of Participation	Date Attended

Means of Financial Support (Please check):

- ☐ Parents
- ☐ Self
- ☐ Loan
- ☐ Scholarship

If self-supporting, state annual gross income: _____

- 1. Have you ever been convicted for violating any law, decree, ordinance, or regulations by any court or tribunal?
__ Yes __ No
- 2. Do you have any pending administrative/ criminal case?
__ Yes __ No
- 3. Have you ever been subject to any disciplinary action from any institution attended?
__ Yes __ No

(If your answer is “Yes” to any or all the above-mentioned 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.)

Name	Address	Contact Number

VII. Applicant’s 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 in may reverse any admission decision made based on 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: _____

Printed Name Over Signature: _____

Reasons for Applying to the 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.

FOR GPC USE ONLY: (Tick Decision)

Date: _____

- ☐ ACCEPTED
- ☐ CONDITIONAL ACCEPTANCE
- ☐ NOT ACCEPTED

Signatures of GPC Members:

Remarks/Conditions:

University of the Philippines Baguio

REVISED CONSENT AND ASSENT FORM FOR NEW STUDENTS

I have read the University of the Philippines' Privacy Notice for Students.

I grant my consent to and recognize the authority of the University of the Philippines to process my personal and sensitive personal information, pursuant to the abovementioned Privacy Notice and applicable laws in connection with my application to shift/transfer/ be admitted as a student of UP.

I likewise consent to and recognize UP's authority to post online and/or in UP bulletin boards at its option my name and program in the event I qualify for admission in order for the University to comply with its Charter and uphold the principle of transparency in the admissions process.

Signature over printed name

Date



UNIVERSITY OF THE PHILIPPINES
BAGUIO
 Baguio City

REFERENCE REPORT

**(The applicant should accomplish this section.)*

FAMILY NAME	FIRST NAME	MIDDLE NAME

is applying for admission to the

Graduate Program in the field of _____.

NAME OF REFERENCE (Please Print): _____
 POSITION, PROFESSION or OCCUPATION: _____
 PROFESSIONAL ADDRESS: _____

Send this form to the person for whom this is requested, together with a self-stamped envelope addressed to:
 The Office of the Chair, (*Name of Graduate Program*) UP Baguio, 2600 Baguio City.

**(The reference is requested to return to the applicant the completed section in a sealed envelope.)*

Your objective estimate of the applicant's personality and aptitude for graduate work and his/her career potential on the following will be appreciated. (Please check)

Student's Characteristics	Exceptional	Outstanding	Superior	Average	Below Average	No Basis for Judgment
Intellectual Ability						
Breadth of General Knowledge						
Ability to Express Self in Writing						
Ability to Express Self Orally						
Perseverance						
Emotional Maturity						
Professional Attitudes						
Potential for Research						

How long have you known the applicant? _____

In what capacity? _____

Please Check: ☐ I strongly recommend the applicant
☐ I recommend the applicant with reservations
☐ I do not recommend the applicant.

USE REVERSE SIDE FOR ADDITIONAL REMARKS, if necessary.

 DATE

 SIGNATURE

Additional requirements for the MA History/MASDS Program:

1. A 1 to 3-page concept paper explaining a thesis topic that you would want to work on in the future if you are accepted into the program (Arial, 12 pt, 1.5 spacing).
2. A motivation letter addressed to the following:

MA History or MASDS Graduate Program Committee
College of Social Sciences
UP Baguio, Governor Pack Road, Baguio City 2600

Additional Requirements for the IS Program:

- Copy of Diploma from your master's degree
- Resume/Curriculum Vitae
- A capsule proposal of at least 1500 words (Arial, 12 pt, 1.5 spacing) (please indicate your preferred research supervisor from the ISP faculty in your paper)
- A letter expressing your intent for applying into the program and elaborating your experience or expectations in working with indigenous communities addressed to the following:

Prof. Alejandro N. Ciencia Jr., Ph.D.
Dean, College of Social Sciences
University of the Philippines Baguio
Gov. Pack Road, Baguio City 2600

Additional Requirements for the MALL Program:

A Motivation letter which must:

- be a minimum of 500 words;
- include an outline of research interest and possible research topic for thesis;
- include an outline of possible research methodology; and
- explain reason for the interest in research topic and how the MALL program will contribute to its development.

The letter must be addressed to:

MALL Graduate Program Admissions Committee
College of Arts and Communication
University of the Philippines Baguio, Gov. Pack Road, Baguio City 2600