



Office of the Associate Dean for Mentoring Academic Progress and Advancement

# GRADUATE OFFICE

## APPLICATION FORM FOR ADMISSION TO A GRADUATE PROGRAM

### Instructions to Applicant

1. Complete and arrange this application form. Type or print clearly.
2. Submit the following:
  - a. Formal letter addressed to the Dean of the College of Science
  - b. Proof of application payment at the UP Cashier's Office  
Php 500 (for local applicant) or \$25 (for foreign applicants)
  - c. Official transcripts of undergraduate and graduate records or True Copy of Grades (2 copies)
  - d. Certified copies of diplomas or certificate of graduation
  - e. Birth certificate from Philippine Statistics Authority (for Filipino citizen)
  - f. Two Recommendation Forms in a sealed envelope
  - g. Copy of published paper/s within the last 5 years, as primary author, if applying for Option 3 in PhD in Biology, PhD in Chemistry, PhD in Environmental Science, PhD in Marine Science, or PhD in Meteorology

Name: \_\_\_\_\_  
[Last Name] [First Name] [Maiden/Middle Name]

Email Address: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Nationality: \_\_\_\_\_

Graduate Degree Program Applied for (refer to list of courses offered): \_\_\_\_\_

Proposed Start of Study:  1<sup>st</sup>,  2<sup>nd</sup>,  3<sup>rd</sup> Semester (for PMTMEM only) of Academic Year: \_\_\_\_\_

Source of Financial Support:

Parents  Personal earnings  Others (Please indicate): \_\_\_\_\_

Scholarship [ DOST-ASTHRDP,  CHED,  Others: \_\_\_\_\_]

Are you applying under a special arrangement of scholarship program? (If yes, indicate collaborating university or funding agency):  Yes [\_\_\_\_\_],  No

Do you want to be considered for DOST-ASTHRDP Scholarship?  Yes  No

Are you currently employed?  Yes  No

If yes, indicate name of company or organization below, and enclose with the application form, a signed endorsement letter from you supervisor.

Name of company or organization: \_\_\_\_\_

Have you applied to any other graduate program at any other time? (If YES, indicate university, field of study, semester and year)

Academic Background (from secondary school to highest university education):

Name and Address of School	Inclusive Dates (month and year)	Degree Completed	Honors Obtained

Academic Honors, Awards, Scholarships:

Membership in Learned Societies or Professional Organizations (indicates positions held, if any):

Work Experience (list in chronological order)

Name and Address of Employer	Inclusive Dates (month & year)	Position Held	Nature of Job

Scientific and technical papers published or presented in scientific meetings:

Write a clear and concise essay of not more than 250 words on your purpose in applying to this graduate program and your plans for graduate study, if admitted. Include your specific area/areas of interest, an assessment of your academic, mental and emotional preparedness for graduate study, and your future prospects.

Character References. Name at least two former professors or experts in your field whom you think are capable of objectively evaluating your past performance and potential for success as a graduate student and professional in your chosen field. Request these persons to complete the enclosed recommendation form, OADMAPA Form No. 1.2.

1. Name: \_\_\_\_\_ Degree and Field of Specialization: \_\_\_\_\_  
Position: \_\_\_\_\_ Name of Organization: \_\_\_\_\_
2. Name: \_\_\_\_\_ Degree and Field of Specialization: \_\_\_\_\_  
Position: \_\_\_\_\_ Name of Organization: \_\_\_\_\_
3. Name: \_\_\_\_\_ Degree and Field of Specialization: \_\_\_\_\_  
Position: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

*I hereby affirm that all the above information is complete and accurate. I know that any false or misleading information given by me can make me ineligible for submission or subject to dismissal. If admitted, I agree to abide by the policies, rules, and regulation of the University of the Philippines.*

Name and signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_