

Guidelines for Admission of Cross-Registrants* or Special Students (Foreign or Local)

Application Requirements

Every applicant should submit the following at least one month (for local students) and six months (for foreign students) prior to registration at the Office of the University Registrar:

- 1) Accomplished application form (UP Form 3.5A), with two 2" x 2" photographs attached;
- 2) *(for cross-registrants only)* Official copy of grades from each college attended signed by the Registrar or an authorized representative; or Official Transcript of Records with remarks "for evaluation purposes only";
- 3) A non-refundable application fee of PH₱ 100 (for Filipino citizens), PH₱ 150 (for foreign residents), US\$ 20 (for foreign non-residents) to the UP Cebu Cash Office, or by sending International Money Order payable to the *University of the Philippines Cebu*. **Exchange students with MOA are exempted from payment of the application fee.;**
- 4) *(for foreign applicants only)* Certification from a reputable bank in the applicant's country about his/her capability to finance the travel, educational, personal and other expenses that may be incurred in relation to his/her studies in the Philippines; or Statement of Funding Support (2 copies).

Applicants who qualify for admission after evaluation by the Office of the University Registrar and the concerned college/s of UP Cebu will now be requested to submit the following, before final acceptance and issuance of the College Admission Slip.

Submission of Entrance Credentials

- 1) *(for cross-registrants only)* Official Transcript of Records
- 2) Permit to cross-enroll from the Dean or authorized official of home College or University;
- 3) Medical Certificate from the UP Cebu Health Services Unit;
- 4) Student Directory Form;
- 5) *(for local students only)* NSO Birth Certificate;
- 6) *(for married female applicants only, both local and foreign)* NSO Marriage Certificate or its equivalent;
- 7) *(for foreign students only)* Valid passport with visa, original and photocopy;
- 8) *(for foreign students only)* Alien Certificate of Registration (ACR) for 9(f), 9(g), and 47(a)(2) visa holders;
- 9) *(for foreign students only)* Special Study Permit from the Bureau of Immigration.

If credentials submitted are confirmed to be spurious, admission will be revoked.

SCHEDULE OF FEES

For Undergraduate Students

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| Tuition Fee | P 1,000.00 per unit |
| Miscellaneous Fee | 1,405.00 |
| Student Fund | 46.50 |
| Entrance Fee | 30.00 |
| Deposit Fee | 100.00 |
| School ID | 130.00 |
| Laboratory Fees | varies from P150 to P1,000 per course |

Educational Development Fund (EDF) for Foreign Students

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|--------------|--------------------------------|
| Non-Resident | \$ 300.00 per semester |
| | \$ 120.00 for the midyear term |
| Resident | \$ 150.00 per semester |
| | \$ 60.00 for the midyear term |