

**University of the Philippines Cebu Enrollment Flow  
AY 2020-2021 First Semester/First Trimester**

*Continuing Students*

Steps		Dates																
Step 1. Pre-enlistment	<p>Pre-enlist for your classes in the next term at <a href="https://sais.up.edu.ph/">https://sais.up.edu.ph/</a>.</p> <p>Follow your Program Checklist and Study Plan.</p> <p>Contact your college if you are unable to pre-enlist.</p> <p>You may also want to clear your ineligibilities, if any, with the following offices (Accounting, Library, OSA, OUR), in preparation for enrollment.</p>	<p>(Undergrad) 2020 August 24-28 (MSCS, MSES) 2020 August 24-28 (MBA) 2020 July 16-17 (M.Ed.) 2020 August 25-28</p>																
Step 2. Advisement	<p>Your Program Adviser will check your enlisted classes and tag you as "Advised".</p> <p>Your Adviser will get in touch with you should there be a need to change some of your enlisted classes. <i>Please check your UP emails regularly for notifications.</i></p>	<p>(Undergrad) 2020 September 1-4 (MSCS, MSES) 2020 September 1-4 (MBA) 2020 July 20-22 (M.Ed.) 2020 September 1-4</p>																
Step 3. Enrollment	<p><b>4A. For Non-Paying</b> Your College Secretary's Office will generate your <b>UP Form 5</b>. A copy will be emailed to you with your schedule of classes.</p> <p><b>4B. For Paying</b> View your amount payable in SAIS, under Main Menu &gt; Self Service &gt; Student Center &gt; Finances.</p> <ul style="list-style-type: none"> <li>▪ If you applied for a <b>tuition discount</b> via the Student Financial Assistance (SFA) Online portal or if you have a <b>scholarship</b>, the discount or privilege would have already been reflected in SAIS and your amount payable adjusted accordingly. If not, you may get in touch with OSA.</li> <li>▪ If you would like to apply for a <b>student loan</b>, fill up the form here: <a href="http://t.ly/jHnf">http://t.ly/jHnf</a>, and email to <a href="mailto:osa.upcebu@up.edu.ph">osa.upcebu@up.edu.ph</a>.</li> </ul> <p>After the adjustments have been reflected, <b>pay your tuition and other miscellaneous school fees</b> through Philippine Veterans Bank (0021-006900-001) via online channels such as gcash, instapay, and bank transfers. Email your <b>proof of payment</b> (must include amount, transaction date, time, and reference number) to your College Secretary's Office.</p> <p>Once payment has been verified, the Cash Office will generate your <b>UP Form 5 EOR</b>. A copy will be emailed to you with your schedule of classes.</p>	<p>(Undergrad) 2020 September 7-8 (MSCS, MSES) 2020 September 7-8 (MBA) 2020 July 23-24 (M.Ed.) 2020 September 1-4</p> <div data-bbox="1062 1317 1497 1417" style="background-color: #f4a460; padding: 5px;"> <p><b>PHILIPPINE VETERANS BANK</b> Account Name: UP Cebu Account Number: 0021-006900-001</p> </div> <div data-bbox="1062 1451 1401 1843" style="border: 1px solid #0070c0; padding: 10px;"> <p style="text-align: center;"><b>Transaction Receipt</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Amount Transferred:</td><td>Php</td></tr> <tr><td>Bank Name:</td><td>Philippine Veterans Bank</td></tr> <tr><td>Account Name:</td><td>UP Cebu</td></tr> <tr><td>Account Number:</td><td>0021006900001</td></tr> <tr><td>Convenience Fee:</td><td>Php 0.00</td></tr> <tr><td>Date/Time:</td><td>01 July 2020 06:54:03 PM</td></tr> <tr><td>GCash Ref. No.:</td><td></td></tr> <tr><td>Ticket No.:</td><td></td></tr> </table> <p style="text-align: center;"><b>GCash</b> Powered By <b>instapay</b></p> </div>	Amount Transferred:	Php	Bank Name:	Philippine Veterans Bank	Account Name:	UP Cebu	Account Number:	0021006900001	Convenience Fee:	Php 0.00	Date/Time:	01 July 2020 06:54:03 PM	GCash Ref. No.:		Ticket No.:	
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Step 4. Others	<p>If you have a Scholarship, please fill out the <a href="#">Scholars Enlistment Form</a>.</p> <p>You may get in touch with the Office of Student Affairs at (032) 232 8187 local 115 or via email at <a href="mailto:osa.upcebu@up.edu.ph">osa.upcebu@up.edu.ph</a> or message them at <a href="http://fb.com/osa.upcebu">http://fb.com/osa.upcebu</a>.</p>																	