Online applications for Second Semester 2023-2024 must be filed starting **20 November 2023 until 15 December 2023 with no extension.**

Only applications *with complete requirements* will be processed.

Application Process:

1) Applicants should prepare all application requirements before accessing the Undergraduate Application for Admission Google Form.

2) Applicants access the Undergraduate Application for Admission Google Form to encode the required information and upload e-copy of the (a) accomplished application form, (b) Transcript of Records, (c) recommendation letters, (d) diploma, (e) application fee receipt and (f) accomplished Grade Sheet in Excel format.

   An ID picture and e-signature should also be uploaded.

3) Applicants with complete requirements will be issued a Reference Number via email within 2-3 days.

4) Write the Reference Number on the top right corner of the hard copies of all application documents and enclose in a long brown envelope.

5) Label the long brown envelope with the applicant's complete name and Reference Number.

6) Submit the documents **on or before 20 December 2023** to the UPLB-OUR via drop-box or sent via courier for delivery to:

   > **UPLB Office of the University Registrar**
   > **Admission Section**
   > G/F CAS Annex I Building
   > Pedro R. Sandoval Avenue
   > UP Los Banos, 4031 College, Laguna
   > Tel. No. (049)536-2553/ (049)536-2426

7) **Final result will be sent via email on <u>16 January 2024</u>.**

8) Applicants who are offered admission need to indicate their action on the offer until **<u>17 January 2023 via the Confirmation Google Form.</u>**

9) Admitted students need to undergo the Pre-enrollment Physical Examination (PPE) at the UPLB University Health Service on **<u>18 or 19 January 2024.</u>**

10) Submission of entrance credentials to the OUR will be on the same date of the PPE after the medical clearance is issued.

11) Admitted students who submitted the entrance credentials will be issued the UP Mail. The Student Academic Information System (SAIS) account can be accessed after the UP Mail is activated.

12) Online enrollment will be from **<u>31 January - 02 February 2024</u>**.

13) Payment options for the matriculation fees and instructions for submission of the transaction receipt can be viewed on the OUR website (our.uplb.edu.ph). An electronic copy of the Form 5 (registration form) will be sent via email.

14) Classes for Second Semester 2023-2024 will start on **<u>05 February 2024.</u>**

Schedule and Flowchart for the Application for Second Degree
Second Semester 2023-2024

Only applications with complete requirements will be processed.

From 20 November to 15 December 2023
Proceed to our.uplb.edu.ph>Admission>Second Degree
to download a copy of the Grade Sheet Template.
Access the link to the Undergraduate Application
For Admission Google Form through the same site.

Encode required information and upload the
application form, Transcript of Records, diploma,
recommendation letters and application fee receipt.

For DVM applicants, upload e-copy of essay.
Foreign applicants should also upload a copy
of their TOEFL/IELTS result.

Applicant also uploads the accomplished
Grade Sheet Template

Applicant will be issued a Reference
Number to be copied down on all
application documents.

Deadline : 20 December 2023
Applicant submits original copies of the application
documents to the OUR for validation of uploaded files.

05 January 2024
OUR processes the application and forwards
documents of qualified applicants to colleges
concerned for further evaluation.

16 January 2024
Applicant is notified via email of the application result

17 January 2024
Admitted applicant confirms acceptance or non-
acceptance of the offer of admission via the
Confirmation Google Form.

18/19 January 2024
Admitted applicants undergo
Pre-Enrollment Physical Exam

25 - 26 January 2024
Submission of entrance credentials to the OUR.

31 January - 02 February 2024
General Registration
05 Feb 2024
Start of Classes for Second Semester 2023-2024