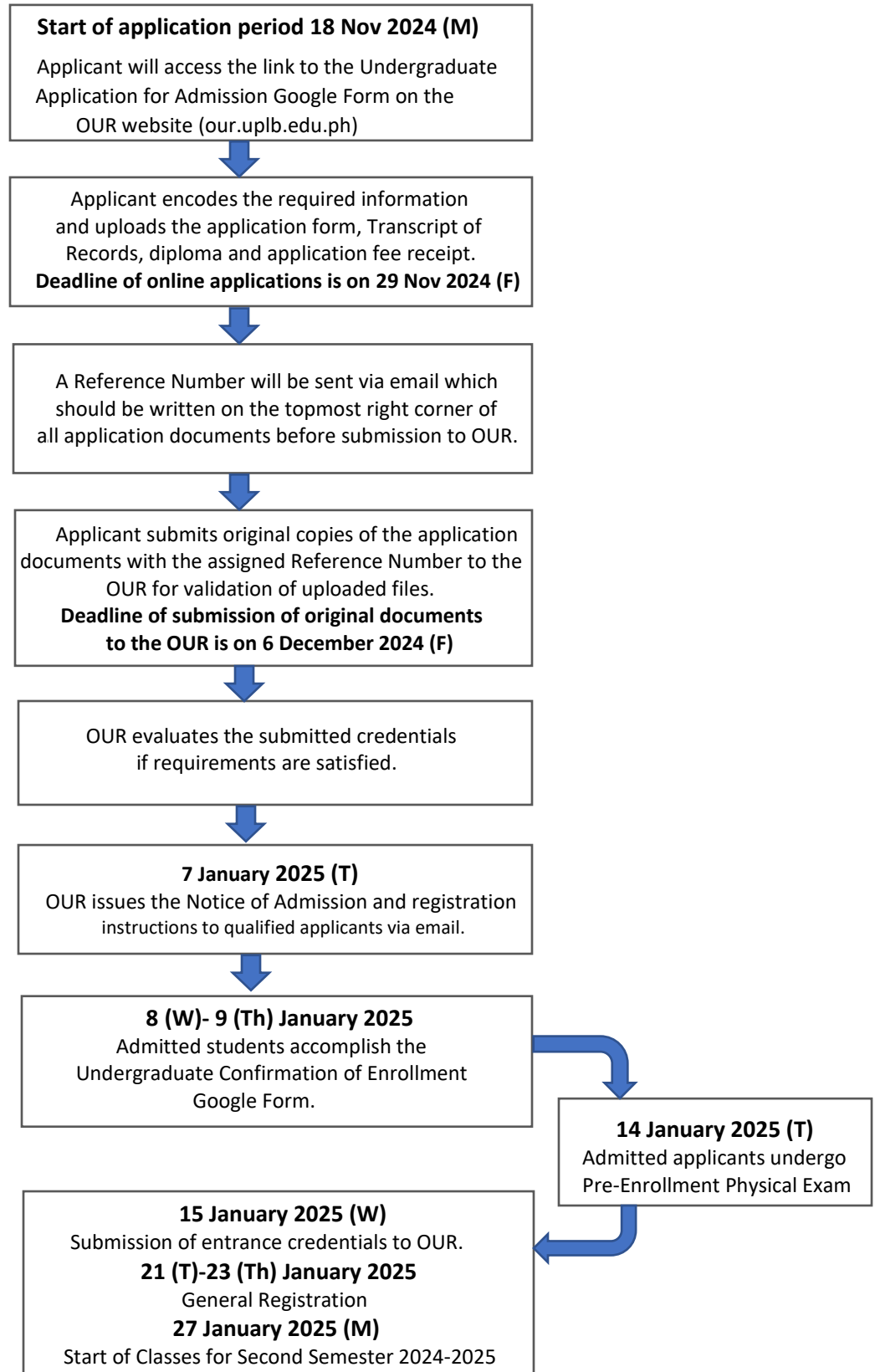


Schedule and Flowchart for the Online Non-Degree Applications  
Second Semester 2024-2025

**Only applications with complete requirements will be processed.**



## **Non-Degree Applications for Second Semester 2024-2025**

Online applications for First Semester 2024-2025 will start on **18 November 2024 (M) until 29 November 2024 (F) with no extension.** **Hard copies with assigned Reference Number should be submitted by 6 December 2024 (F).**

Only applications ***with complete online and original submission of requirements*** will be processed.

Application Process:

- 1) Applicants should prepare e-copies of the application requirements before accessing the link to the ***Undergraduate Application for Admission Second Semester 2024-2025 Google Form.***
- 2) Access the Undergraduate Application for Admission to encode the required information and upload the e-copy of the (a) Accomplished undergraduate application form, (b) Transcript of Records, (c) Diploma and (d) Application Fee Receipt. An ID picture and e-signature should also be uploaded.
- 3) A Reference Number will be sent via email 2-3 days after the submission of the online application.
- 4) Write the Reference Number on the top right corner of the hard copies of all application documents.
- 5) Enclose all documents in a long brown envelope labelled with your complete name and Reference Number. Submit **on or before 6 December 2024 (F)** at the UPLB-OUR via drop-box or send 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**
- 6) Final result of the application will be sent via email on **7 January 2025 (T).**
- 7) Applicants who are offered admission need to indicate their action on the offer until **9 January 2025 (Th) via the Confirmation of Enrollment Google Form.**
- 8) Admitted students need to undergo the Pre-enrollment Physical Examination (PPE) at the UPLB University Health Service on **14 January 2025 (T).**
- 9) Submission of entrance credentials to the OUR will be on **15 January 2025 (W).**
- 10) Admitted students who submitted entrance credentials will be sent their UP Mail credentials through their personal email. The Student Academic Information System (SAIS) account can be accessed when the UP Mail account is activated.
- 11) Online enrollment will be from **21 (T) - 23 (Th) January 2025.**
- 12) Non-Filipino transferees should settle the matriculation fees. Payment options 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 to you via email.
- 13) Classes for Second Semester 2024-2025 will start on **27 January 2025 (M).**