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

Only applications with complete requirements will be processed.

Start of application period 18 Nov 2024 (M)

Applicant will access the link to the Undergraduate Application for Admission Google Form on the OUR website (our.uplb.edu.ph)

Applicant encodes the required information and uploads the application form, Transcript of Records, diploma and application fee receipt.

Deadline of online applications is on 29 Nov 2024 (F)

A Reference Number will be sent via email which should be written on the topmost right corner of all application documents before submission to OUR.

Applicant submits original copies of the application documents with the assigned Reference Number to the OUR for validation of uploaded files.

Deadline of submission of original documents to the OUR is on 6 December 2024 (F)

OUR evaluates the submitted credentials if requirements are satisfied.

7 January 2025 (T)

OUR issues the Notice of Admission and registration instructions to qualified applicants via email.

8 (W)- 9 (Th) January 2025

Admitted students accomplish the Undergraduate Confirmation of Enrollment Google Form.

15 January 2025 (W)

Submission of entrance credentials to OUR.

21 (T)-23 (Th) January 2025 General Registration

27 January 2025 (M)

Start of Classes for Second Semester 2024-2025

14 January 2025 (T)

Admitted applicants undergo Pre-Enrollment Physical Exam

Non-Degree Applications for Second Semester 2024-2025

Online applications for First Semester 2024-2025 will start on <u>18 November 2024 (M) until 29 November 2024 (F) with no extension.</u> 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 esignature 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 <u>on or before 6 December 2024 (F)</u> at the UPLB-OUR via dropbox 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).