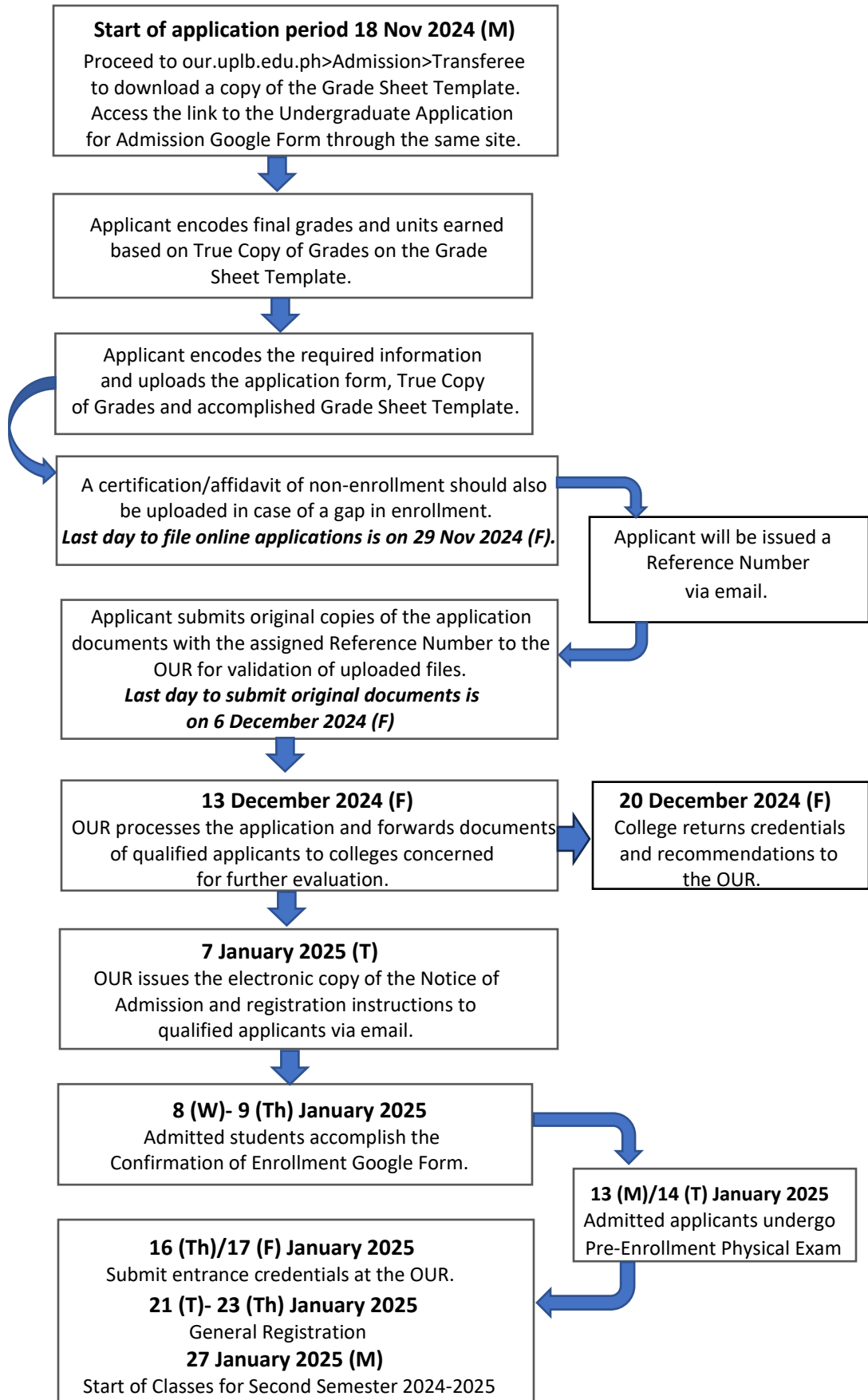


Schedule and Flowchart for the Online Transfer Applications  
Second Semester 2024-2025

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



## **Transfer Application from non-UP units (T2) for Second Semester 2024-2025**

T2 online applications for Second Semester 2024-2025 will start on **18 November 2024 (M) until 29 November 2024 (F) with no extension. Hard copies of application documents with the 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**.

Download the Grade Sheet Template from the OUR website and upload the accomplished form in Excel format through the Google Form.

- 2) Access the Undergraduate Application for Admission to encode the required information and upload the e-copy of the (a) accomplished application form, (b) True Copy of Grades, (c) affidavit of non-enrollment (if there is a gap in enrollment) and the (d) accomplished Grade Sheet. 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 **13 (M) / 14 (T) January 2025**.
- 9) Submission of entrance credentials to the OUR will be on **16 (Th) / 17 (F) January 2025** based on the date and time assigned for the degree program.
- 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)**.