

General Information Bulletin on Undergraduate Admissions

A. Studying at U.P. Open University

The UP Open University (UPOU) is the Philippines' national center of excellence for open and distance learning and the national e-learning competency center. It was established on 23 February 1995 as the fifth constituent university of the University of the Philippines System, with the mandate to provide Filipinos everywhere access to quality higher education through innovative methods of teaching and learning that are designed to be responsive to their needs as well as to national development needs.

UPOU employs the online distance education (DE) mode of teaching and learning. The key features of this mode of study as practiced at UPOU are:

- Students and teachers are physically separated from each other. They do not meet face-to-face in a physical classroom.
- Students undertake guided independent study of carefully selected as well as specially designed learning materials in various media – print, video, and multimedia.
- The interaction between teachers and students, takes place online, in a virtual classroom. Other forms of communication between teacher and student are email, text/chat, and video conferencing.
- Examinations are proctored sit-down exams conducted at designated testing venues.

B. UPOU's Undergraduate Program Offerings

UPOU offers three undergraduate programs, as follows:

- Associate in Arts (AA)
- Bachelor of Arts in Multimedia Studies (BAMS)
- Bachelor of Education Studies (BES)

C. Admission Policies

- No student shall be denied admission to the University System by reason of age, sex, nationality, religious belief, or political affiliations *[from Art. 332 of the UP System Code]*.
- Students who have exceeded the Maximum Residency Rule (MRR) shall not be allowed to register again in the same program *(787th BOR Mtg. on 29 Sept. 1969)*.
- UPOU does not allow any concurrent enrollment in two or more degree programs. Once admitted and enrolled at UPOU, the student is not allowed to enroll in any other degree program in another university or in any other UP constituent university.

D. Transfer Admission Policies

- A student may transfer to the UPOU from another constituent university or vice versa subject to his or her fulfillment of the requirements for admission as a transfer student by the university to which he/she is transferring [*approved during the 1st UC Meeting: 12 May 1995; See Section E. for the general qualifications for admission into UPOU*].
- A transfer student may be admitted provided that:
 1. Applicants seeking transfer admission into the University have to satisfy the requirements of the University as well as those of the college/ degree program to which they seek to transfer;
 2. He or she must have obtained an average of “2”, “86%”, or “B”, or better, for all the collegiate academic units s/he has earned outside of the University System;
 3. He or she will have to complete in this University System no less than 50% of the units required for his or her course [*from Art. 359 of the UP Code*].

Note: To graduate with honors, he/she will have to complete 75% of the required number of units and must be in residence for 2 years immediately prior to graduation [*from Art. 412 of the UP Code*].

E. Admission Qualifications

Admission to the BES or BAMS program

1) Have earned a high school diploma or its equivalent through completion of the new K to 12 curriculum implemented by the Philippine Department of Education (DepEd) under the Enhanced Basic Education Act of 2013 (Republic Act No. 10533), or through completion of the old basic education curriculum implemented by DepEd prior to the enactment of RA 10533, or by passing DepEd’s Alternative Learning System Accreditation and Equivalency (ALS A&E) Test for the secondary level;

AND

2) (a) Have taken and passed (with UPG of 2.8 or better) the UP College Admission Test (UPCAT) administered by the UP Office of Admissions; **OR** (b) Completed at least 33 units of college with a general weighted average (GWA) of 2.50 or better from another UP unit or a GWA of 2.0 or better from another college or university outside the UP System;

OR

3) Graduates of the Associate in Arts (AA) program of UP Open University;

AND

4) Complete the UPOU Distance Education (DE) Readiness Module.

Filipino graduates of public high schools who belong to the Top Ten of their graduating class are qualified for automatic admission (i.e. they need not take the UPCAT) in AY2018-2019 under the

Iskolar ng Bayan (INB) Program. However, they are required to complete the UPOU DE Readiness Module.

Foreign or Filipino applicants who have graduated or are graduating from a secondary school/home school abroad (i.e. international applicant) and have not enrolled in college before AY2018-2019 may be admitted as freshmen by automatic admission (i.e. without taking the UPCAT), provided they meet other requirements, including qualification for college admission through recognized national or international foreign-administered examinations. They are also required to complete the UPOU DE Readiness Module.

Admission to the AA program

1) Have a high school diploma or its equivalent earned through completion of the new K to 12 curriculum implemented by the Philippine Department of Education (DepEd) under the Enhanced Basic Education Act of 2013 (Republic Act No. 10533), or through completion of the old basic education curriculum implemented by DepEd prior to the enactment of RA 10533, or by passing DepEd's Alternative Learning System Accreditation and Equivalency (ALS A&E) Test for the secondary level;

AND

2) (a) Take and pass UPOU's Undergraduate Assessment Test (UgAT), unless he/she has taken the UP College Admission Test (UPCAT) with a University Predicted Grade (UPG) of 2.800 or better; **OR** (b) He/She has completed at least 33 units of college with a general weighted average (GWA) of 2.5 or better from another UP unit or a GWA of 2.0 or better from another college or university outside of the UP System;

AND

3) Complete the UPOU Distance Education Readiness (DER) Module.

If necessary, an applicant may also be advised to complete bridge courses offered by UPOU.

Notes:

- a. The UgAT is designed to assess both scholastic aptitude and the applicant's capability to undertake independent learning.
- b. The UgAT can be taken only once

F. Admission Requirements for New Students

An application for admission will only be processed when OUR receives the documentary requirements in hard copy format within the deadline for admission for your preferred term of admission. Only applicants with approved applications and complete admission requirements will be allowed to enroll.

For foreign applicants, UPOU does not require its students to be in residence in the Philippines; hence, it could not assist in the issuance of 9(F) Student Visa.

The undergraduate admission requirements are as follows:

1. A print copy of the accomplished online application form
2. Original documents of the following:

- a. If a senior high school graduate, High School Form 137 and Form 138 with school's dry seal; OR
- b. If not a high school graduate but have passed any of the following competency tests (e.g., Philippine Educational Placement Test (PEPT) or Alternative Learning System Accreditation and Equivalency Test (ALS&E)), original results should be submitted; OR
- c. If a former UP student, an official and original Transcript of Records (TOR) indicating date cleared by the concerned UP Unit and a Permit to Transfer; OR
- d. If a former college student of another higher education institution, an official TOR from the last school/college/university attended.

Note: The TOR should bear the school dry seal and imprint, and the Registrar's signature in ink, and with acceptable remarks (please see **Annex A** for the list of remarks in a TOR that will make it valid as a transfer credential). If a TOR has invalid remarks, a certificate of transfer credentials/certificate of eligibility to transfer/certificate of honorable dismissal should also be submitted.

3. Proof of payment of application fee (non-refundable) amounting to PHP 350.00 for local applicants, and USD 75.00 for offshore based applicants
4. Two pieces identical 2" x 2" photos and two pieces 1"x 1" identical photos with your name and program applied for printed at the back of the photos
5. Photocopy of NSO or PSA Birth Certificate
6. Photocopy of government-issued ID with photo.

G. Admission Procedures for New Students

UP College Admission Test (UPCAT) Qualifiers

UPCAT Qualifiers are senior students (i.e. Fourth Year, Grade 12, Senior 6) who have chosen to study at UPOU under the BAMS or BES program and have taken and passed the most recent UPCAT. UPCAT qualifiers should wait for an email from the Office of the University Registrar for instructions for confirmation of admission in UPOU and prepare the following requirements:

1. Original Form 137
2. Original Form 138
3. Photocopy of NSO/PSA birth certificate
4. 2 pcs identical 2x2 and 1x1 pictures

UPCAT qualifiers are also required to complete the online Distance Education Readiness Module (DERM). The OUR shall send the information about the DERM by email.

Applicants to the AA Program OR Transferees to BAMS or BES

Applicants should take note of the deadline for submission of applications specified in the academic calendar posted on the OUR website (<http://our.upou.edu.ph>) and should follow the procedure for application below.

Step 1: Know the undergraduate program you want to apply for and its admission requirements.

Step 2: Check and prepare the documentary requirements.

Step 3: Apply through UPOU's Online Application System (OAS). Link for the OAS is <http://our.upou.edu.ph/oas>.

Step 4: Mail by courier or bring the original/hard copy of documentary requirements on or before the application deadline to:

The Admission Section
Office of the University Registrar
UP Open University
Los Baños, Laguna 4033
Philippines

Step 5: For AA applicants, wait for an email from the Office of the University Registrar (OUR) on whether or not you would take the UgAT. Proceed to the testing venue on the date and time of the test. Test permit and instructions in taking the test will be sent to you by email.

For qualified BAMS and BES applicants, proceed to Step 6.

Step 6: Complete the online Distance Education Readiness Module (DERM). The OUR shall send the information about the DERM by email.

Step 7: Wait for an email from the OUR informing you about the results of your application; you can also monitor the progress of your application in your OAS account.

ANNEX A

List of Remarks that Makes a TOR Valid or Not Valid as a Transfer Credential The transcript is considered official and valid if it bears the school dry seal and imprint, has the signature of the Registrar, and with any of the following remarks:

1. A True Copy (Considered original with genuine signature and college seal)
2. Copy for the University of the Philippines (Open University)
3. For Board Examination
4. For enrollment Purposes Only
5. For Further Studies
6. For General Purposes Only
7. For Records Purposes Only
8. For Reference and records Purposes
9. For Scholarship
10. Granted Honorable Dismissal
11. Granted Transfer Credentials
12. Issued for Application Purposes (admission)
13. Issued for DECS (for Educational Purposes)
14. Issued/Granted Upon Request
15. Issued for Professional Regulations Commission
16. Issued for Purpose of PD 907
17. Issued for Studies Abroad
18. Official Transcript of Records
19. Official Transcript of Records for your Exclusive Use
20. School's Copy
21. Valid as Transfer Credentials
22. Valid for Scholarship Abroad
23. Valid for Transfer

The following remarks will make the TOR not valid as transfer credential:

1. A True Copy of Records
2. Certified Xerox Copy of the Original
3. For Employment Purposes
4. For Evaluation Purposes
5. For Reference Only
6. For Salary Adjustment
7. For Teaching Reference Only
8. For Use Abroad
9. Good for Apprenticeship Training Purposes Only
10. Informative Copy Only
11. Issued for Bureau of Public Schools
12. Not Valid as Transfer Credentials
13. Not Valid for School Admission
14. Not Valid for Transfer
15. Student Copy
16. Valid for Ranking Purpose Only