

GENERAL INFORMATION BULLETIN ON UNDERGRADUATE ADMISSIONS

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STUDYING AT THE 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.

**STUDYING AT
THE U.P. OPEN
UNIVERSITY**

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.
- Interaction between teachers and students, takes place online, in a virtual classroom. Other forms of communication between teacher and student are email, text, and teleconferencing.
- Final examinations are conducted either face-to-face at designated learning centers, or online. All examinations are proctored.

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)

ADMISSION QUALIFICATIONS

Admission to UPOU's programs is open to the following individuals:

- 1) high school graduates who have taken and passed the UP College Admission Test (UPCAT)
- 2) high school graduates who have taken and passed the UPOU Undergraduate Admission Test (UgAT)
- 3) transferees from other colleges or universities
- 4) UPOU undergraduate students who wish to shift from their current program of study
- 5) individuals with a post-secondary formal Associate degree or a Bachelor's degree
- 6) individuals who have earned a valid high school diploma through the Philippine Equivalency Placement Test, or the accreditation and equivalency test administered by the Bureau of Alternative Learning Systems of the Department of Education (DepEd)

ADMISSION QUALIFICATIONS

Specific requirements for each of these groups of applicants are set out below.

Qualification through UPCAT

Senior students (i.e., Fourth Year, Grade 12, Senior 6) of DepEd-accredited schools and secondary schools abroad who are expecting to graduate at the end of the school year prior to entry to UPOU, should take and pass the UPCAT. See <http://upcat.up.edu.ph/> for the requirements for taking the UPCAT.

Qualification through UgAT

The following should take the UgAT:

- 1) High school graduates who are not qualified to take the UPCAT
- 2) Individuals who have completed less than 33 units of college

ADMISSION QUALIFICATIONS

3) Individuals who have completed at least 33 units of college but with a GWA lower than 2.0 from a non-UP unit or 2.5 from a UP unit

Note: The UgAT can be taken only once.

Transferees

A transferee is an individual who is enrolled in another college or university at the time of application to any of UPOU's undergraduate programs. To qualify for admission:

- 1) A transferee from another UP unit should have completed at least 33 units of college with a GWA of 2.5 or better.
- 2) A transferee from a non-UP unit/college/university should have completed at least 33 units of college with a GWA of 2.0 or better.

ADMISSION QUALIFICATIONS

Applicants with college units but who are not currently enrolled

Applicants with college units from a UP unit should:

- 1) show proof of honorable dismissal from the UP unit or program s/he was previously enrolled in; and
- 2) have completed at least 33 units, with a GWA of 2.5 or better for admission to the BAMS or BES

Applicants with college units from a non-UP unit should:

- 1) have completed at least 33 units with a GWA of 2.0 or better; and
- 2) show proof of honorable dismissal from the college or university s/he was previously enrolled in

ADMISSION QUALIFICATIONS

Applicants with fewer than 33 units of college, or who have earned at least 33 units of college but with a GWA lower than 2.5 for former UP students, or 2.0 for non-UP students, shall be required to take the UgAT.

Current UPOU students

A current UPOU undergraduate student wishing to shift from their current program to another UPOU undergraduate program (for example, shifting from AA to BAMS or BES) should have completed at least 18 units of college units with a GWA of 2.5.

ADMISSION QUALIFICATIONS

Other applicants

The following individuals are eligible for admission:

- 1) Individuals who have passed the UPCAT but never enrolled in college
- 2) Graduates of UPOU's AA program
- 3) Individuals with a post-secondary formal Associate degree with a GWA of 2.0 or better
- 4) Individuals with a Bachelor's degree

Note: All applicants, except for current and former UPOU students, are required to complete the online UPOU DE (Distance Education) Readiness module. Instructions on how to access this online module will be sent to applicants by email. Be sure to indicate a valid email address in your application form.

APPLICATION PROCEDURE

- Step 1. Obtain an application for admission form from one of the following:
1. Downloadable Forms at the UPOU website
 2. UPOU Learning Center
 3. The Office of the University Registrar
- Step 2. Complete the application form. If you are a former UP student, indicate your student number in the form.
- Step 3. Prepare the other application documents, as follows:
- a) High School Form 137 with school's dry seal, if you have not earned college units elsewhere and you have not taken the UPCAT

APPLICATION PROCEDURE

OR An official and original Transcript of Records (TOR) indicating date cleared by the concerned UP Unit, if you are a former UP student

OR An official TOR from the last school/college/university attended, if you are a former college student of another higher education institution

Note: An official TOR should have valid remarks. Please see Attachment A for the list of remarks that will make a TOR valid as a transfer credential.

b) Two identical 2” x 2” photos and two identical 1” x 1” photos, with your complete name and the program applied for printed at the back of the photos.

APPLICATION PROCEDURE

Note: These photos should be similar to the photo attached to your application form.

Step 4. Pay the application fee of PhP 350.00 for applicants living in the Philippines and USD 75.00 for applicants living outside the Philippines.

The payment options and procedures are available at www.upou.edu.ph

Step 5. Submit your application with all required documents and the proof of payment to the Office of the University Registrar by post or in person.

APPLICATION PROCEDURE

The Admissions Section
Office of the University Registrar
UP Open University
Los Baños, Laguna 4031
Philippines

- Step 6. Applicants who should take the UgAT will receive details of the examination together with the examination permit from the Office of the University Registrar.

