



**ONLINE ADMISSION EXAM GUIDELINES
FOR THE 1st SEMESTER AY 2021-2022
UP SURP-UPDEPPO Diploma in Urban and Regional Planning
(Application Deadline: 15 April 2021; Admission Exam: 15 May 2021)**

1. **Application Form.** See link below to download. *Attach your ID picture to the form.* After filling up, scan and convert the form in pdf format. Rename the file (**UPSURP-UPDEPPO-Application Form.Lastname.Firstname.pdf**)
2. **Transcript of Records (TOR).** Scan in colored setting then save as JPEG Format. Use of phone camera can suffice but make sure letters are discernible. Rename the file (**TOR.Lastname.Firstname.jpg**)
3. **Philippine Statistics Authority (PSA) Birth Certificate.** Scan in colored setting then save as JPEG Format. Rename the file (**BirthCertificate.Lastname.Firstname.jpg**)
4. **Philippine Statistics Authority (PSA) Marriage Certificate.** For married women whose TOR reflects their maiden names. Scan in colored setting then save as JPEG Format. Rename the file (**MarriageCertificate.Lastname.Firstname.jpg**)
5. Reference Form. See link below to download.
 - Two (2) references (Former professors or employers only. To be sent directly to UP SURP Office of Graduate Studies by the recommending parties) at ops.eppo@up.edu.ph
 - Please instruct your Referees to scan and convert the form in pdf format after filling up the form. Rename the file (**UPSURP-UPDEPPO-Reference Form.Lastname.Firstname.pdf**).
6. Application Fee. Save the screenshot of Proof of Transaction made at the UP Diliman Cash office and save as (ApplicationFee.Lastname.Firstname.jpg)
Note: Please refer to page 2 for Online Payments.
 - P300.00 – Filipino applicants
 - P300.00 – Resident foreign applicants
 - US\$25 – Non-Resident foreign applicants
7. Compile and compress all the files in one (1) folder and rename it as **UPSURP-UPDEPPOApplication.Lastname.Firstname.zip** and send to ops.eppo@up.edu.ph
 - Subject: UP SURP – UPDEPPO Online Admission 1st Semester AY 2021-2022.
8. For all FOREIGN APPLICANTS whose native language is not English, official test score in the Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required.
 - TOEFL (61 - Internet Based Test)
 - IELTS (5.5)
9. The university requires the submission of the original, official copies of the following documents upon enrollment, or at the designated time after the present quarantine.
 - Transcript of Records
 - Birth Certificate (PSA)
 - Marriage Certificate (PSA)
10. Visit the SURP official website www.surp.upd.edu.ph for further announcements.

**UP DILIMAN CASH OFFICE
COLLECTION SECTION**

**Requirements for paying MISCELLANOUS FEES thru ONLINE bank payment
(During Extended/General Community Quarantine only)**

1. Bank Name: **Land Bank**
2. Account Name: **UPD REVOLVING FUND**
3. Account Number: **3072-1006-96**
4. Purpose of Payment: **SURP Application Fee for Graduate Program**
5. Screenshot successful payment transaction. This will serve as your proof of payment.
6. Send the screenshot / picture to cashoffice.upd@up.edu.ph cc: surp.ogs@gmail.com
 - Subject:
 - College:
 - Nature of Payment:
 - Application Fee
 - School of Urban and Regional Planning SURP Application Fee for Graduate Program
 - Attach the picture or screenshot of payment transaction
7. Please do not forget to furnish a copy (cc) to SURP Admission at email surp.ogs@gmail.com and ops.eppo@up.edu.ph
8. All payments made WILL NOT be issued an official receipt.