



UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE UNIVERSITY REGISTRAR

Miagao, 5023 Iloilo, Philippines
Tel/Fax No: (033) 3158556
e-mail: our@upv.edu.ph

INSTRUCTIONS FOR INCOMING FIRST YEAR STUDENTS
First Semester 2009-2010

Confirm your intention to enroll in U.P. Visayas for the First Semester 2009-2010 on or before **Tuesday, 7 April 2009**. Failure to do so could result in the cancellation of your slot. You may also apply for financial assistance under the Socialized Tuition and Financial Assistance Program (STFAP).

1. **Confirmation of your decision to enroll in UPV.** Confirm your decision to enroll in UPV **either** at the Office of the University Registrar (OUR), UPV Miagao, Iloilo **or** online through the internet.

1.1. *Confirmation at the Office of the University Registrar (OUR), UPV.*

Accomplish the attached Reply Slip (UPV Form C1) and confirm your decision to enroll in UPV in person, or by courier, or fax, or e-mail or telegram on or before **Tuesday, 7 April 2009**.

- (a) *In Person.* Submit the accomplished UPV Form C1 at the Office of the University Registrar, Miagao, Iloilo.
 - (b) *By Courier.* Send by courier the accomplished UPV Form C1 to the
*Office of the University Registrar
U.P. Visayas, Miagao, Iloilo*
 - (c) *By Fax.* Fax the accomplished UPV Form C1 to the Office of the University Registrar through Fax No. (033) 315-8556.
 - (d) *By E-mail or Telegram.* E-mail or send by telegram the following information to the Office of the University Registrar:
 - Complete Name and Student Number
 - Degree Program you qualified in
 - If you qualified for a *DEGREE PROGRAM WITH AVAILABLE SLOT*, list down, by order of priority, two programs you wish to be admitted in
 - Gross Family Income for 2008
- i. Send E-mail to: our@upv.edu.ph. For "Subject," enter *Confirmation of Enrollment*.
 - ii. Send telegram to: *Office of the University Registrar
U.P. Visayas, Miagao, Iloilo*

1.2 *Online Confirmation through the Internet.* Confirm your decision to enroll online through the internet (*The deadline for confirmation and the names of those who confirmed online will be posted on the website.*)

- (a) Locate your *Student Number* and *PIN* in your notice of admission. This is found at the bottom left of the notice. Your student number has the format 2009-xxxxx. Next to your student number is your PIN.
- (b) Access the UP Online Confirmation system using the URL <http://freshman.up.edu.ph>
- (c) Log in using your Student Number as your username and your PIN as your password.
- (d) Follow carefully the Instructions found in the website.

2. **Application for financial assistance under the Socialized Tuition and Financial Assistance Program (STFAP).** See enclosed instructions for application when applying for financial assistance under the STFAP.

The University reserves the right to determine whether a student deserves financial assistance as well as the kind and amount of assistance based on the declared family income and other socio-economic indicators. If your family income is P500,001 to P1,000,000.00, obtain UPV Form C2 (Bracket "B" Certification) from the Office of Student Affairs (OSA), Miagao, Iloilo. You may also download UPV Form C2 from the UPV website (<http://www.upv.edu.ph/downloads/downloads.php>). The accomplished UPV Form C2 should be submitted to the Office of Student Affairs (OSA) together with a photocopy of your parents' Income Tax Return for 2008.

3. **Preparations for Enrolment**

3.1. *Medical and Dental Examination.* Prepare for your medical and dental examinations.

- (a) Submit yourself to the following: chest x-ray, CBC, fecalysis, and urinalysis **either**

- at the UPV Health Services Unit (Infirmary) or in any private laboratory.
- (b) Submit laboratory results, one long size cream colored folder, one passport size colored picture, and photocopy of your notice of admission; and have your Medical and Dental examination at the:
- i. *UPV Health Services Unit (Clinic), Iloilo City Campus (for BS Accountancy, BSBA (Marketing), or BS Management) from 8:30 - 11:00 a.m. and 1:30 – 4:00 p.m. during the period 1 April – 28 May 2009, Tuesdays to Fridays except holidays (in anticipation of the four-day-work-week schedule for the months of April and May), OR*
 - ii. *UPV Health Services Unit (Infirmary) at the Miagao campus (for other degree programs) from 9:00 – 11:00 a.m. and 2:00 – 4:00 p.m. during the period 1 April – 29 May 2009, Mondays to Fridays, except holidays.*

Important: Please get your medical certificate after completing your medical and dental Examinations for submission to the Office of the University Registrar.

- 3.2 *Freshman Orientation.* ATTENDANCE TO THE FRESHMAN ORIENTATION IS A MUST. Proceed to the Office of Student Affairs (Iloilo City or Miagao campus) **not later than Friday, 22 May 2009** and confirm your attendance to the Freshman Orientation. Bring the following on the day of the orientation:
1. One passport size colored ID picture
 2. One photocopy of High School Card (Form 138)
 3. One long size, cream colored folder
 4. One long size letter envelop

Freshman Orientation Schedule:

Iloilo City Campus {for BS Accountancy, BSBA (Marketing), or BS Management Students}: from 8:00 a.m.– 12:00 nn. and 1:00 – 5:00 p.m., Wednesday 27 May 2009 UPV Auditorium, Iloilo City Campus

Miagao Campus (for other degree programs): from 8:00 a.m. – 12:00 nn. and 1:00 – 5:00 p.m. Thursday, 28 or Friday, 29 May 2009, AV Hall, UPV Miagao campus.

- 3.3. *Entrance Credentials.* Please submit the following credentials and documents to the Office of the University Registrar on or before the deadlines stated below. Place all these in a long cream colored folder:

3.3.1. **Not later than Friday, 17 April 2009**

- (a) Original copy of your High School card (Form 138) duly signed by your Principal and bearing the remark: “Graduated and Eligible for Admission to College.”
- (b) Original Certificate of Live Birth issued by NSO
- (c) Two identical passport size colored pictures with your name and signature at the back. *Scanned photos are not acceptable.*

Important: FAILURE TO SUBMIT THE REQUIRED CREDENTIALS AND DOCUMENTS LISTED UNDER ITEM 3.3.1. **NOT LATER THAN 17 APRIL 2009** COULD RESULT IN THE CANCELLATION OF YOUR SLOT.

3.3.2. **Not later than Friday, 29 May 2009**

- (d) Accomplished Student Directory. The form could be obtained from the Office of the University Registrar, Miagao, Iloilo.
- (e) Medical Certificate issued by the UPV Health Services Unit.

Important: Obtain your Admission Slip from the Office of the University Registrar after submitting all of the documents stated in items 3.3.1 – 3.3.2. (a-e).

- 3.4. *Personal Account in the UPV-CRSIS.* A database of UPV students is maintained in UPV Computerized Registration and Student Information System (UPV-CRSIS). Update your *LOGIN DATA* and *PERSONAL INFORMATION* in the *UPV-CRSIS* during the period **11-28 May 2009** following the instructions below:

- (a) Access the UPV-CRSIS using the URL <http://crs.upv.edu.ph> or <http://203.177.73.176>
- (b) On the UPV-CRSIS homepage, click “STUDENT”. This is located on the top right portion of your monitor.
- (c) In the space “STUDENT ID,” enter 2009 in the first box and the remaining 5 digits of your Student Number in the second box.
- (d) In the space “PASSWORD,” enter your PIN. Then click “LOGIN”. If the computer

asks you if you want that your password be remembered, click “NEVER ON THIS SITE.”

- (e) When you have accessed your account, the first thing you should do is change your password. Click “EDIT MY LOGIN DATA”. On the box opposite PASSWORD, delete the entry therein and enter your new password. The password maybe a combination of letters and numbers with a minimum of 7 and maximum of 30 characters. Choose a password that you can easily remember and note that the system is case-sensitive when it checks your password. Hence, remember exactly how you typed your password noting what characters have been typed in capital or small letters. It is however recommended that you use only lower-case (or small) letters. Retype your new password in the box that immediately follows. When finished, click “UPDATE”. **IMPORTANT: KEEP THIS NEW PASSWORD ONLY TO YOURSELF AND DO NOT SHARE IT WITH ANYONE.**
- (f) Then click “EDIT MY PERSONAL DATA”. Supply all the required information in the window that is displayed, paying particular attention to boxes marked with red asterisks. When finished, click the “UPDATE”.
- (6) After completing the process, LOGOUT from the UPV-CRSIS by clicking “LOGOUT” found on the upper right of your monitor. **DO NOT LEAVE THE COMPUTER UNIT WITHOUT LOGGING OUT OF THE SYSTEM ESPECIALLY IF YOU HAVE ACCESSED UPV-CRSIS FROM AN INTERNET CAFÉ.**

3. **Advance Placement Exam or APE (OPTIONAL).** If your degree program requires Math 11 (College Algebra), Math 14 (Plane Trigonometry), Math 17 (Algebra and Trigonometry), or Chem 16 (General Chemistry I) you *may* take the advance placement exams in these subjects. If you pass the respective placement exams, you will no longer be required to enroll in these courses. The schedule and the examination fee are as follows:

Subject	Date & Time	Venue	Fee
Math 11 (College Algebra)	W, 13 May 2009/ 9 – 12 a.m.	CAS Bldg	P 140.00
Math 14 (Plane Trigonometry)	Th, 14 May 2009/ 9 – 12 a.m.	CAS Bldg	P 140.00
Chem 16 (Gen. Chem I)	T, 12 May 2009/ 9 – 12 a.m.	CAS Bldg.	P 140.00

Note: The fee will be reduced correspondingly if you take APE in more than 1 subject: for two subjects – P200.00; for three subjects: P260.00.

Instructions:

- (a) Obtain an application form from the Office of the University Registrar and fill this out.
- (b) Pay the necessary fees at the UPV Cash Office and present the Official Receipt to the Office of the University Registrar
- (c) Return two copies of the application form to the Office of the University Registrar.
- (d) Present the student’s copy to the proctor on the day of the exam.

5. **Enrolment of Incoming First Year Students.**

5.1. Enrolment of incoming first year students will be on Tuesday, 2 to Friday, 12 June 2009.
Where to proceed on enrolment day?

If your Degree Program is	College	Location of the Office of the College Secretary
BA Comm & Media Studies, BA Community Development, BA History, BA Literature, BA Political Science, BA Psychology, BA Sociology, BS Applied Mathematics, BS Biology, BS Chemistry, BS Computer Science, BS Economics, BS Public Health, BS Statistics	College of Arts & Sciences, Miagao, Iloilo	Basement, CAS Building, Miagao, Iloilo
BS Fisheries	College of Fisheries & Ocean Sciences, Miagao, Iloilo	2 nd Floor, Administration Bldg., Miagao, Iloilo
BS Chemical Engineering, BS Food Technology	School of Technology, Miagao, Iloilo	2 nd Floor SOTECH Bldg., Miagao, Iloilo
BS Accountancy, BSBA (Marketing), BS Management	College of Management, Iloilo City	2 nd Floor, CM Bldg., Iloilo City

Please see the reverse side for additional information.

MARILYN Z. ALCARDE
University Registrar



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ADDITIONAL INFORMATION FOR INCOMING FIRST YEAR STUDENTS

I. Financial Information. Following is the UPV Schedule of Fees

Tuition.....	Depends on STFAP Bracket assignment
Laboratory Fee.....	Depends on the Subject (could range from P100.00 to P1000.00)
Miscellaneous.....	a total of P 1,405.00 with breakdown as follows:
	Registration P 40.00
	Medical P 50.00
	Library P700.00
	Athletic P 55.00
	Cultural P 50.00
	Internet P260.00
	Energy P250.00
Student Fund.....	P 46.50
NSTP.....	P900.00
Deposit.....	P100.00
Entrance.....	P 30.00
ID.....	P130.00

II. Important Dates to Remember

General Registration.....	Tuesday, 2 – Friday, 12 June, 2009
Opening Exercises.....	Monday, 8 June 2009
Start of Classes.....	Monday, 8 June 2009
Last Day of Enrollment.....	Friday, 12 June 2009

III. Other Sources of Information

A. Socialized Tuition and Financial Assistance Program (STFAP)

Ms. Marites Geonanga
 Office of Student Affairs, College Union Building
 UPV, Miagao, Iloilo
 Tel No. (033) 513-7019
 E-mail: stfapmiagao@netscape.net

B. Medical and Dental Examinations

Health Services Unit
 U.P. Visayas, Miagao
 Tel No. (033) 513-8298
 (033) 315-8301

Health Services Unit
 U.P. Visayas, Iloilo City
 Tel No. (033) 337-8594

C. University Lodging

Ms. Ruth Galedo
 Balay Ilonggo
 UPVisayas, Iloilo City
 Tel No. (033) 337-6582

Ms. Divina Punongbayan
 Balay Kanlaon
 UPVisayas, Miagao, Iloilo
 Tel No (033)315-8357

Ms. Aster Tronco
 Balay Lampirong
 UPVisayas, Miagao, Iloilo
 Tel No. (033) 315-8538



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UPV Form C1
 Reply Slip

CONFIRMATION OF ENROLLMENT

CONGRATULATIONS! You have qualified for admission to the University of the Philippines Visayas. Please confirm your decision to enroll in UP Visayas by filling out this form. Check the box, where appropriate, and fill in the blanks where necessary. **We must receive your reply on or before Tuesday, 7 April 2009.**

Name: _____

Address: _____

Degree Program you qualified for: _____

1. Do you wish to confirm your enrollment in U.P. Visayas?
 YES.
 NO, because _____
 If YES, proceed to item nos. 2-4.
 If NO, please sign below and return the form to the Office of the University Registrar.

2. Did you confirm your enrollment online via the internet? YES NO

4. If you qualified for a **DEGREE PROGRAM WITH AVAILABLE SLOT**, please write below, by order of priority, the degree program you wish to be admitted in:
 a. _____
 b. _____

Note: Admission in your preferred degree program depends on availability of slots and your UPCAT score. Please call the Office of the University Registrar (Tel No. 033-315-8556) on 11-15 May 2009 to check on your degree program assignment.

5. Do you intend to apply for financial assistance under the Socialized Tuition Fee Assistance Program (STFAP)?

- YES.** Please refer to the enclosed Instructions for Application of Financial Assistance under the STFAP and/or see the Office of Student Affairs (Iloilo City or Miagao Campus)
- NO.** What is your Gross Family Income for 2008? _____

Signature of Student Student No.: 2009 --

Conforme: _____
Signature over Printed Name of Parent/Legal Guardian

Mailing Address: _____

Tel/Mobile Phone Number: _____

