

# INSTRUCTIONS FOR THE SUBMISSION OF APPLICATION FOR TRANSFER/SECOND DEGREE/NON-DEGREE TO UP VISAYAS AY 2025-2026

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**1. Download and fill up the Application for Admission Form.**

- For local applicants and Filipinos studying in schools abroad, download [here](#).
- For foreign applicants, download [here](#).

**2. Requirements for submission.**

- **LOCAL TRANSFER APPLICANTS FROM ANOTHER SCHOOL/UNIVERSITY AND FILIPINOS STUDYING IN SCHOOLS ABROAD**
  - Accomplished OUR Form 2021-1B
  - Transcript of Records/True Copy of Grades duly signed by the Registrar and with school seal (1 original and 2 machine copies)
  - **For second-degree/non-degree applicants**, proof of payment for the non-refundable application fee of P100.00 paid to the UPV Cash Office. The instructions for payment can be accessed [here](#).
- **FOREIGN APPLICANTS**
  - Accomplished OUR Form 2021-1
  - Proof of payment for the non-refundable application fee of P150 for resident foreign students and US\$20 for non-resident foreign students paid to the UPV Cash Office. The instructions for payment can be accessed [here](#).
  - Official Transcript of Records from each college attended and official examination certificates, if any (2 copies)
  - Course syllabus, school catalogue, and handbook of examination (2 copies)
  - Official TOEFL results/a certification that English is the medium of instruction from the school the student has attended.

**3. Submit in person or send through courier your original application form and documents to this address:**

PROF. NILO A. ARANETA  
OFFICE OF THE UNIVERSITY REGISTRAR,  
NEW ADMINISTRATION BUILDING, UP VISAYAS, MIAGAO 5023, ILOILO  
CONTACT NUMBER: 0985-434-5235 / (033) 315-8556

**Applications submitted via email will not be entertained.**

**4. The deadline for submission of the application documents is on or before 07 July 2025.**

**5. The result of your application will be sent to your email.**

**Note:**

- *Incomplete application documents will not be processed.*
- *Admission to a program is provisional subject to verification of the original entrance credentials.*

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OFFICE OF THE UNIVERSITY REGISTRAR  
(033) 315-8556 | 0985-434-5235  
Facebook: @ourupvisayas  
Email: admissions.our.upvisayas@up.edu.ph