



Office of International  
Linkages *Diliman*

# UP Diliman International Student Information Sheet

For Academic Year 2022-2023

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# IMPORTANT REMINDERS FOR EXCHANGE STUDENTS

## UPON ARRIVAL

Students must accomplish the following documents and requirements then submit the original copy to OIL Diliman once they arrive at the university.

REQUIRED DOCUMENTS FOR SUBMISSION	
<ul style="list-style-type: none"> <li><input type="checkbox"/> 01 OUR Foreign Student Application Form</li> <li><input type="checkbox"/> 02 OUR Student Directory</li> <li>03 Exchange Student Information Sheet</li> <li><input type="checkbox"/> 04 UP Health Service Forms</li> <li><input type="checkbox"/> Official Transcript of Records</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Passport Bio-page</li> <li><input type="checkbox"/> Copy of Insurance Policy</li> <li><input type="checkbox"/> 2x2 ID picture (4pcs)</li> <li>1x1 ID picture (2pcs)</li> </ul>

### Exchange Students in UP Diliman will have a status of CROSS-REGISTRANT (EXCHANGE STUDENT).

- International Students Orientation will be announced by OIL Diliman within the first week of the students' arrival. All new students must attend the orientation to be introduced to the various offices in the university and tips to help them adjust to their life in UP.
- Enrollment of classes for exchange students will be on the last day of the registration period.

## HEALTH AND TRAVEL INSURANCE

### Eligible International Students (EIS)

Cognizant of the resource and logistical implications of repatriation and assistance to distressed international students, a whole-of-government approach in adopting a formal University Policy is necessary to effectively respond to national emergencies and mitigate health and safety risks.

EIS should:

- Present a proof of vaccination and health insurance coverage/compliant with IATF and Bureau of Immigration (BI) issuances on travel
- Submit Health Declaration Form and Waiver/Quit Claim
- Register with the [StaySafe.ph](http://StaySafe.ph) System
- Avail for travel insurance
- Round trip airfare/ticket

### Requirements

1. Health insurance recognized by local health providers at the Local Government Unit (LGU) level with
  - a. medical expenses amounting to Php 1,000,000
  - b. COVID-19 coverage
  - c. medical repatriation, including death
2. Full travel insurance for a round trip airfare/ticket, including the following
  - a. rebooking costs
  - b. air ticket cancellation
  - c. search and rescue cost
  - d. travel assistance cancellation
3. Emergency money worth at least Php 32,000 for 30 days stay in case of a lockdown:

ITEM	COST FOR 30 DAYS (Php)
Food	18,000 (200 php per meal)
Dormitory fees (single occupancy)	9,000
Supplies (Toiletries, Masks, Disinfectants)	10,000
Local Transport	3,000
Internet Fees	1,500
<b>TOTAL</b>	<b>Php 32,000</b>



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## ENROLLMENT INFORMATION

The Academic Year is divided into semesters of at least 16 weeks each, exclusive of registration and final examination periods. A midyear term of 6 weeks follows the Second Semester.

All academic units of UP operate under the **semestral system**, except the master's program of the School of Archaeology and Virata School of Business which operates under the trimestral system.

SEMESTER/TERM	PERIOD	REMARKS
First Semester	September – January	Regular semester: generally, classes meet three (3) hours per week; Tuesday - Friday
Second Semester	February – June	
Midyear Term	July – August	More or less, only general education courses are offered: classes meet ten (10) hours per week; Monday - Friday, for 24 days

### IMPORTANT DATES TO REMEMBER:

Detailed University Academic Calendar (22-23) can be accessed through: [Academic Calendar AY 2022-2023](#)

ACTIVITY	1 <sup>ST</sup> SEMESTER	2 <sup>ND</sup> SEMESTER*	MIDYEAR*
<b>Move-in Dates</b>	-	04-05 February	-
<b>OILD Orientation</b>	-	06 February	-
<b>Registration Period</b>	-	08 February	3-4 July
<b>Visa Assistance Day</b>	-	10 February	-
<b>Start of Classes</b>	-	13 February	5 July
<b>Deadline for Dropping Courses</b>	-	9 May	9 August
<b>End of Classes</b>	-	8 June	22 August
<b>Final Examination</b>	-	13-21 June	24-26 August

\*should there be any changes in dates, an update will be given

## COURSE CREDIT

- A course, in general, is given a credit of three (3) units. Three units means three (3) contact hours a week for 16 weeks during a regular semester. Usually, this is implemented as two class meetings in a week, with each meeting having an hour and 30 minutes in lecture and discussion. (Example schedule: ENG 1 Tuesdays & Thursdays 2:30-4:00PM)
- There is an allotted two weeks for the integration period and the final examination period, bringing the total length of a semester to 18 weeks.
- General physical education (PE) courses\* have a credit of two (2) units each, and a lecture class with a laboratory counterpart can reach up to five (5) units in credits.

\*PE courses can be registered for free, but certain fees may be imposed in the course itself, like the rental of equipment and facilities.



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## CHOOSING COURSES

- Students may choose any course from any college/unit in UP Diliman upon approval of the specific college/unit subject to availability of slots. This is to check if the student satisfies whatever necessary background or prerequisite courses for a particular course, and if there are still vacant slots.
  - Other units, such as the Virata School of Business, the National Institute of Molecular Biology & Biotechnology, and the College of Engineering, will check the transcript of the students, if they have sufficient background for the level of the course that they want to enroll in.
  - In the case of taking higher English courses, the Department of English and Comparative Literature (DECL) will give a diagnostic exam prior to enlistment in the English course desired by the student, to determine if the English competency level of the student is appropriate for the course level.
  - **Filipino Courses:** UPD offers Filipino 3 and Filipino 4 (Introductory Filipino Course for Foreigners) and are **strongly recommended** to learn the Filipino language and be introduced with Filipino culture.
  - Courses from the College of Law are not open to undergraduate and international exchange students.
- General Education (GE) courses have minimal or almost no prerequisites. See the list of courses:  
[List of GE Courses](#)
- English is the general language of instruction in UP Diliman but take note that some courses may be taught in Filipino, or in both English and Filipino.
- Some courses are seasonal and are only offered during a specific semester (e.g. Filipino 3 “Fil 3” is only offered during the First Semester, and Fil 4 is only offered during the Second Semester), so some courses may not be available during your period of study.

## QUICK GUIDE FOR CHOOSING COURSES

[Undergraduate Program](#) | [Graduate and Postgraduate Program](#) | [Guide for Abbreviations and Symbols](#)

- The course code can be identified by looking at the parentheses beside the course field. For example, “Geol” is the course code of Geology. Specific courses can be determined by their course code and corresponding number, which can be found beside the course name and description. For example, Geol 11 is the “Principles of Geology” course.
- Some courses, you may notice, have the abbreviation “Prereq” written at the end of its course description. Prereq is short for Pre-requisite. It means that you need to satisfy the specified courses first before you can take that specific course. For example, a student CAN NOT take POLSC 110 (Political Analysis), without first taking POLSC 11 (Introduction to Political Science) and POLSC 14 (Philippine Government and Politics). See figure below:

ABBREVIATION	MEANING
Coreq	Corequisite
COI	Consent of Instructor
SYS	Second Year Standing

- **NOTE:** Courses with course numbers that start with the number “1” are undergraduate level courses, and the ones that start with “2” and above are graduate level courses. Undergraduate students may only take undergraduate level courses, while graduate students may take either undergraduate or graduate level courses. (e.g. **Undergraduate:** Eng 100, BA 151, CD 11; **Graduate:** AS 201, CL 220, Plan 299)
- Make sure that you satisfy the prerequisites or their equivalent courses and other requirements of courses you plan to take.



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## GRADING AND CREDIT SYSTEM

The following shows the grading system in the University of the Philippines Diliman including its equivalent in percentage, letter grades and grade points:

UP Grade	Adjectival Equivalent	Percentage	Letter Grade	Grade Points
1	Excellent	97-100	A	4
1.25		94.25	A-	3.625
1.5	Very Good	91.5	B+	3.25
1.75		88.75	B	2.875
2	Good	86	B-	2.5
2.25		83.25	C+	2.125
2.5	Satisfactory	80.5	C	1.75
2.75		77.75	C-	1.375
3	Pass	75	D	1
4	Conditional			
5	Fail	Fail	F	0
INC	Incomplete			
DRP	Dropped			

### UP System Academic Credit Transfer System (UP ACTS)

The following shows the academic credit transfer system in the University of the Philippines Diliman for different places which includes their crediting system, student's equivalency workload, and teaching/contact hours:

Nation/Region	Proposed credit conversion with 1 AAC credit	Equivalency in student workload	Teaching/Contact Hours
ASIA (AACs)	1 AAC credit	38 to 48 hours	13 to 16 hours
The United States	1 credit	45 hours	15 hours
Europe and neighboring countries	1.5 ECTS points	37.5 to 48 hours	—
England, UK (CATS)	3.0 CATS points	1 ECTS = 2 CATS points (however, 1 CATS = 10 hours)	—
Latin America (CLAR)	1.5 CLAR credits	37.5 to 48 hours	—
Middle East (ANQAHE)	1 credit	45 hours	—



# TUITION AND OTHER FEES

FEE	APPROX. COST	REMARKS
Application Fee	Php 1,300	Valid only for one (1) semester; waived for exchange students will be paid upon arrival in the university
Tuition Fee	Php 1,500 per unit	Most classes have 3 units/credits each and generally cost Php 1,500 per unit for undergraduate courses, but may be higher for laboratory and graduate classes*
Miscellaneous Fees	Php 2,200 per semester	Sum of fees for Library, Athletics, Registration, Medical, Cultural, Internet, Energy, Student Fund, Deposit/Entrance*
Educational Development Fund (EDF)**	Php equivalent of: USD 300 (undergraduate-level courses) USD 500 (graduate-level courses) USD 120 (for midyear term)	All international students are required to pay this <b>per semester</b> *
UP ID card	Php 130	This is paid after the student has already paid the registration fee

\*Exchange students may enjoy tuition fee waiver given that there is a balance of exchange students between UP and the partner university. Please check and coordinate with OIL Diliman whether the exchange student can have waived tuition fees.

\*\*Undergraduate Exchange Students without tuition waiver who will take graduate-level course will be charged the graduate-level EDF.

## LIST OF GRADUATE TUITION FEES PER COLLEGE/SCHOOL

COLLEGE/SCHOOL	GRADUATE TUITION per unit (PHP)	COLLEGE/SCHOOL	GRADUATE TUITION per unit (PHP)
Archaeology	500	Law	1,500
Architecture	2,000	Library Science	500
Arts & Letters	500	Mass Communication	600
Asian Center	500	Music	500
Business Administration	2,500	Public Administration	2,000
Economics	700	Science	
Education	500	non-laboratory	600
Engineering	1,500	with laboratory component	1,500
Fine Arts	500	Social Sciences & Philosophy	500
Home Economics	2,500	Statistics	2,500
Human Kinetics	500	Technology Management Center	2,000
Islamic Studies	300	Urban & Regional Planning	2,000
Labor & Industrial Relations	770		

From the [Office of the University Registrar](#)

Usually, a 3-unit undergraduate course would cost Php 4,500 in tuition fees. The fees for graduate courses vary according to each graduate school. For example: the cost per unit at the School of Urban and Regional Planning (SURP) is Php 2,000 per unit, so a 3-unit course would cost Php 6,000 in tuition fees. It would be best if you contact the graduate school you are planning to take courses from and inquire about the cost per unit or refer to the list above.



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# TUITION AND OTHER FEES

## UNDERGRADUATE TUITION

ITEM	AMOUNT
Application Fee	1,300
Tuition (3 courses with 3 units each, and 1 PE)	13,500
Misc. (Library, Athletics, Registration, Medical, Cultural, Internet, Energy, Student Fund, Deposit/Entrance)	2,200
EDF (undergraduate level)	14,000 (approx. only)
<b>Total</b>	<b>PhP 30,600 (approx. only)</b>

## GRADUATE TUITION

ITEM	AMOUNT
Application Fee	1,300
Tuition (3 courses with 3 units each, and 1 PE)	18,000
Misc. (Library, Athletics, Registration, Medical, Cultural, Internet, Energy, Student Fund, Deposit/Entrance)	2,200
EDF (undergraduate level)	PhP 25,000 (approx. only)
<b>Total</b>	<b>PhP 46,500 (approx. only)</b>



## ACCOMMODATION OPTIONS



- Exchange students are automatically reserved a slot at Acacia and Centennial Dormitory by OIL Diliman. Other dormitories within campus are reserved for local students. **Kindly inform OIL Diliman if the student will choose to look for other accommodations so dormitories can give the student’s slot to other waitlisted international and local students.**
- UP Diliman is a smoke-free campus. Smoking and drinking of alcoholic beverages is not allowed within the campus or the dormitories.
- **IMPORTANT:** Only students who will enroll/are enrolled during a semester are allowed to stay in the dormitories within campus. If, for example, students decide not to enroll for the Midyear Term, the student will have to vacate their room during the summer, and their slot will be given to another student.
- Students may search for accommodations outside campus, however OIL Diliman cannot recommend any residences outside UP. **The student needs only to inform OIL Diliman of their chosen residence, once decided.**

## ACACIA AND CENTENNIAL RESIDENCE HALL

- Students are advised to bring or buy their own bed sheets, pillows, electric fan, etc.
- **There are no individual rooms at the dormitories.** Acacia Dormitory rooms are shared for 3 persons. Centennial Dormitory rooms are shared for 4 – 6 persons.
- Wi-fi access (DILNET) is only available at the lobby (a UP Webmail account is required to access it; this may be applied after enrolling classes).
- First payment for accommodation is for two (2) months plus other deposits. Other charges such as electricity fee (for charging cellphones, laptops, plugging electric fans and other electronics, etc.) will be imposed. However, other electrical appliances such as hair dryers, curling irons, electric kettles, etc. are not allowed inside the dormitory.
- Dormitories have a strict curfew at 10PM. Students must be back in their dormitory by that time or write an overnight permit the day before. An overnight permit will allow a student to go back to their dormitory until 12MN only.
- The dormitory is located near the center of the campus and is easily accessible to the academic buildings.

FEE PER PERSON	ACACIA	CENTENNIAL
Monthly rental fee	3,000 (approx. only)	1,500 (approx. only)
Electricity fee (for charging cellphones, laptops, electrical fans, and other electronics)	500 (approx. only)	500 (approx. only)
<b>Total</b>	<b>PhP 3,500 per month</b>	<b>PhP 2,000 per month</b>

## ALTERNATIVE HOUSING OPTIONS

- Students may also join the FB group that posts available housing options or potential room mates for UP students at [facebook.com/groups/UPDHousingPortal](https://www.facebook.com/groups/UPDHousingPortal).\*

\*Housing options presented are not under OIL Diliman. The office will not be responsible should there be any problems with the housing. Students should take precaution when availing of these options.



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# VISA PROCEDURES

- International students must change their tourist visa to the appropriate Philippine visa to be allowed to study at UP Diliman. OIL Diliman will assist students when they apply for their respective visas. Students must secure the 59-day tourist visa before processing their change of visa with OIL Diliman. A fee will be charged for this visa extension. This may be done in two ways, either before or after arriving in the Philippines:
  - Before arrival, students may apply for the 59-day visa at the Philippine Embassy in their home country. They will receive a stamp that indicates the validity of their visa starting on their date of arrival in the Philippines.
    - \*Students coming from countries without free visa in the Philippines must apply in their home country.
  - After arrival, students may visit the nearest Bureau of Immigration office and apply for the 59-day visa extension. This will only take a few hours to process.
- Students must submit their passport to OIL Diliman as soon as they arrive in the country. **They may not travel outside the Philippines while their visa is being processed.** Students are free to travel within the country, as long as they have any valid identification card.
- There are two (2) types of visas available for international exchange students. Please inform OIL Diliman at the start of the semester of the student's preferred visa.

## 47A2 SPECIAL NON-IMMIGRANT VISA

- The 47A2 Special Non-Immigrant visa allows the student to stay for one semester up to one academic year in the Philippines. This is a multiple-entry visa. Once applied, the student may travel outside the country without having to re-apply their visa.
- Processing of this visa takes around one to two (1 - 2) months.

REQUIRED DOCUMENTS FOR SUBMISSION
<input type="checkbox"/> Passport <input type="checkbox"/> Acceptance Letter <input type="checkbox"/> PhP 5,000 (approx.)

## SPECIAL STUDY PERMIT (SSP) VISA

- The Special Study Permit visa allows the student to study in the Philippines for as long as their tourist visa is valid. **This means that the student will have to extend their visa each time before it expires.** There are two ways to extend the visa.
  - Apply for extension of tourist visa at the nearest Bureau of Immigration office. The fee for each visa extension varies, depending on how many times the student has applied for an extension. Total fees for extension for one (1) semester can reach approximately PhP 10,000.
  - Take a flight outside the Philippines. This automatically renews the tourist visa to 29 days, once the student has returned to the Philippines.
- Processing of this visa takes around two to three (2 - 3) weeks.

REQUIRED DOCUMENTS FOR SUBMISSION
<input type="checkbox"/> Passport <input type="checkbox"/> CGAF form* <input type="checkbox"/> Acceptance Letter <input type="checkbox"/> 2pcs 2x2 picture <input type="checkbox"/> PhP 9,000 (approx.)





- Grades will be posted on the Computerized Registration System (<http://crs.upd.edu.ph>). Students must ensure that their grades are complete before applying for their transcript.
  - **If the grade given is “INC,” this means that the student has incomplete requirements.** The student must inquire with the professor and submit the requirement in order to receive their grade. Failure to do so will result in a failing grade.
  - If the grade has not been given by the deadline of grade submission for colleges, students may follow up with their professors.
- Students must submit the following requirements by the end of their exchange program in order to receive their Official Transcript of Records from UP Diliman:

<b>REQUIRED DOCUMENTS FOR SUBMISSION</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Transcript of Records Application Form</li><li><input type="checkbox"/> University Clearance Application Form*</li><li><input type="checkbox"/> Data Privacy Form</li><li><input type="checkbox"/> Exchange Student Exit Survey</li></ul>

\*The application for University Clearance opens one day after the end of each semester. This form can be accomplished even after returning to their home country, then sent via email to OIL Diliman for processing.

- **FOR EXCHANGE STUDENTS UNDER TUITON WAIVER:** Must submit their transcript requirements to the OIL Diliman for processing. The original copy of the transcript will be sent to their home university.
- **FOR FEE-PAYING STUDENTS:** Must apply for their transcript directly to the Office of the University Registrar (OUR) and pay for the fees.
- OIL Diliman will remind students of the required documents before the end of the semester.



# KEY OFFICES

## OFFICE OF INTERNATIONAL LINKAGES DILIMAN (OIL DILIMAN / OILD)

<b>Director:</b>	Carlene PC Pilar-Arceo, Ph.D.
<b>Address:</b>	Room 102 DILC Building Magsaysay Ave. cor. Apacible St., University of the Philippines Diliman
<b>Contact Number:</b>	+632-8981-8500 local 2561
<b>Website:</b>	<a href="https://international.upd.edu.ph">https://international.upd.edu.ph</a>



- Serves as the international office in UP Diliman, thus being the main office that deals with short and long term international students.
- Handles and coordinates the admission, enrollment, and visa processing assistance of students, along with the OUR and the OSA (Office of Student Affairs).
- Facilitates orientations (ex. Life in UP Diliman, academic policies, registration process, etc.) for international students.
- Gives important announcements to students through email, SMS, through the official Facebook page, and LINE group (e.g. suspension of classes, weather advisories, etc.)

## OFFICE OF THE UNIVERSITY REGISTRAR (OUR)

<b>University Registrar:</b>	Maria Vanessa Lusung-Oyzon, Ph.D.
<b>Address:</b>	The OUR Building, TM Kalaw St. cor. Quirino St., UP Diliman, Quezon City
<b>Contact Number:</b>	+632-8981-8500 local 4556
<b>Website:</b>	<a href="https://our.upd.edu.ph">https://our.upd.edu.ph</a>



- Processes the admission of international students and issues UP acceptance letters.
- Processes the enrollment of the international students, in cooperation with OIL Diliman.
- Maintains admission and registration records of the international students.
- Issues the Official Transcript of Records (TOR) of international students upon request.



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