

### PRE-ENROLLMENT (Before July 31)

1. Submit COI on or before July 21, 2018. See ADDITIONAL PROCEDURES
2. Check SAIS and Clear all Accountabilities/Deficiencies if any

### ENROLLMENT PROPER (July 31 Onwards)

1. Enrol at SAIS: <http://sais.up.edu.ph/> you may view tutorial videos at: <https://itdc.up.edu.ph/uis/students/>
2. Settle your fees and get Official Registration Form (Form 5)
  - a) Payment Option 1. To settle matriculation fees, set an appointment online using the Payment Appointment System (PAS) (<https://pas.uplb.edu.ph/>) before proceeding to the Cashier's Office or the other satellite payment centers. Get appointment to pay your fees. Pay Fees on your appointment date and time and obtain Form 5.
  - b) Payment Option 2. If payment will be made through the bank, proceed to any Landbank branch and accomplish the deposit slips (Account Name: UPLB/Account number: 1892222009). Secure a copy of the deposit slip and submit to Window 11 of the Office of the University Registrar (OUR) for posting. Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR. Get Form 5
  - c) If you are a scholar, proceed to tagging at GS (DOST, CHED) or Office of the University of Registrar for other scholarships. Get Form 5

### ADDITIONAL PROCEDURES

Additional Step if courses require Consent of Instructor.

- 1) Get or download COI form (Consent of Instructor) (<https://uplbgraduateschool.org/img/NEW-COI-FORM.pdf>).  
You may check <http://uplbgraduateschool.org/img/resources/Class%20schedule%201st%202018-2019.pdf>, look at the last column if it is marked with an I or D, it requires COI. COI forms should be signed by the instructor handling the course to be taken. COI is a prerequisite only it doesn't mean that you are accepted in the class. (See additional Step if courses are already closed)
- 2) Submit the signed COI at Graduate School. Wait 24 hours and enrol the course in SAIS.

Additional Step if courses are already closed

- 1) Get Modified Form 5a ([https://uplbgraduateschool.org/img/GS%20MODIFIED%20FORM%205A%20\(1\).pdf](https://uplbgraduateschool.org/img/GS%20MODIFIED%20FORM%205A%20(1).pdf)). Fill it up and go to the faculty in charge of the course. Have it signed to signify that she/he is accepting you in her/his class. The faculty in charge has the right to deny you if the class is already full.
- 2) Submit the signed Form at Graduate School. Wait 24 hours and check if it's been enrolled in SAIS.

Additional Step for International Students

- 1) Pay Study Permit at Office of Student Affairs (OSA).

Always refer to the announcements at GS website (<http://uplbgraduateschool.org>) for the registration schedule and possible changes to these procedures.