



UNIVERSITY OF THE PHILIPPINES VISAYAS

OFFICE OF THE UNIVERSITY REGISTRAR

Miagao, 5023 Iloilo, Philippines

Tel/Fax No: (033) 3158556

Trunklines: (033) 3159625, 5084164, 5084165 loc. 193

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INSTRUCTIONS FOR INCOMING FIRST YEAR STUDENTS

First Semester 2014 – 2015

CONGRATULATIONS! You have qualified for admission to the University of the Philippines Visayas. Please be guided by the instructions below. For more information, you may access the UPV Campus Map and Admission Flow Chart using the website <http://crs.upv.edu.ph>.

1. CONFIRMATION OF YOUR DECISION TO ENROLL IN UPV

Confirm your decision to enroll in UPV for the First Semester 2014 - 2015 **either** at the Office of the University Registrar (OUR) **or** online through the internet starting **Monday, 10 February** until **Tuesday, 15 April 2014**. Failure to do so would result in the cancellation of your slot.

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, by courier, or fax starting **10 February** until **15 April 2014**.

(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

1.2. Online Confirmation through the Internet. Confirm your decision to enroll online.

(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 2014-xxxxx. Next to your student number is your PIN.
(b) Access the UP Visayas Online Confirmation system using the website <http://crs.upv.edu.ph>
(c) Log in using your Student Number as your username and your PIN as your password at the Freshman Login link on the Registrar's Corner at the upper left of the homepage.
(d) Follow carefully the instructions found in the website.

2. PREPARATION FOR ENROLLMENT

2.1. 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/white folder:

2.1.1. Not later than Tuesday, 15 April 2014 (may be sent by courier)

(a) Original copy of High School card (Form 138) duly signed by the Principal and bearing the remark: **“Graduated and Eligible for Admission to College.”**
(b) Secondary Permanent Record (Form 137) with remarks **“Graduated and Eligible for Admission to College”** and **“Copy for UP Visayas”** (Official request can be downloaded at <http://crs.upv.edu.ph>)
(c) Original Certificate of Live Birth issued by NSO
(d) Two (2) identical 2x2 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 2.1.1. **NOT LATER THAN 15 APRIL 2014** WOULD RESULT IN THE CANCELLATION OF YOUR SLOT.

2.1.2. Submission of the following from 12 to 23 May 2014 at the OUR

(e) Medical Certificate issued by the UPV Health Services Unit.
(f) Student Directory to be signed by the student at the OUR (upon completion of item 2.2)
(g) Certificate of Attendance/Completion for Math Bridger (For qualifiers with SBP requirement only)
(h) UPV Form C2 (Bracket “B” Certification) and photocopy of Income Tax Return for 2013 for those who have a gross annual family income of P 500,001 – P1,000,000.00. A photocopy of parents' Income Tax Return for 2013 is required for those who have a gross annual family income of more than P1,000,000.00. Please present original ITR for verification. (This requirement may be cancelled or may subject to change once the new scheme of STFAP is applied.)
(i) Special Power of Attorney (SPA) or Authorization of the Parent designating a Legal Guardian for those freshmen whose parents are living outside Iloilo province and cannot respond immediately in case of emergency. Standard Format is downloadable at the <http://crs.upv.edu.ph> website. (The following can qualify as Legal Guardians: 1) landlord/landlady, 2) dorm head, 3) faculty, 4) relatives within the 3rd degree of consanguinity living in nearby towns within Iloilo province)

Important: Obtain your **Admission Slip** from the Office of the University Registrar after submitting all the documents stated in items 2.1.1. – 2.1.2. (a-i).

2.2. Personal Account in the UPV-CRSIS. A database of UPV students is maintained in the UPV Computerized Registration and Student Information System (UPV-CRSIS). Update your LOGIN DATA and PERSONAL INFORMATION in the UPV-CRSIS using the website <http://crs.upv.edu.ph> from **05 to 09 May 2014**.

2.3. Medical and Dental Examinations. Prepare for your medical and dental examinations.

For students who will enroll in Miagao campus: Submit yourself to the following: chest x-ray, CBC, fecalysis and urinalysis at the UPV Health Services Unit (Infirmary) Miagao, Iloilo.

Kindly observe the following schedule:

Time for receiving and collection of specimen	No. of students to be accommodated
8:00 am - 9:00 am (M, W, Thu)	20 students
1:00 pm – 2:00 pm (Monday - Friday)	20 students

- (a) Present your notice of admission to the UPV HSU staff to avail the package rate of ₱ 180.00 for the above services. You may opt to have your fecalysis done in other laboratories but still have to pay the package rate of P180.00.
- (b) Submit original copy of the laboratory results, one (1) long size white folder without label, one (1) piece 2x2 colored picture, and a photocopy of your notice of admission. *Laboratory results should not exceed two weeks by the time you will have your medical and dental examinations.*
- (c) Have your Medical and Dental Examination at **UPV Health Services Unit (Infirmary) at the Miagao Campus** (for Miagao-based degree programs) **from 9:00-11:00 a.m. and 2:00-4:00 p.m. during the period 01 April - 16 May 2014, Monday to Friday except on Holidays. Please follow your assigned schedule posted in the UPV-CRSIS using the website <http://crs.upv.edu.ph>.**

Important: No medical and dental examination during the schedule of Summer Bridge Program.

For students who will enroll in Iloilo City Campus:

- (a) Submit yourself to the following: chest x-ray, CBC, fecalysis and urinalysis at any government or private laboratories. *Laboratory results should not exceed two weeks by the time you will have your medical and dental examination.*
- (b) Submit original copy of the laboratory results, one (1) long size white folder, one (1) 2x2 colored picture, and photocopy of your notice of admission.
- (c) Have your Medical and Dental Examination at **UPV Health Services Unit (Clinic), Iloilo City** (for BS in Accountancy, BS in Business Administration (Marketing) and BS in Management) **from 8:30-11:00 a.m. and 1:30-4:00 p.m. during the period 01 April - 16 May 2014, Mondays to Fridays except on Holidays and day-offs to be posted later.**

Important: Please get your medical certificate after completing your medical and dental examinations for submission to the Office of the University Registrar. For inquiries, please see or call the following:

Miagao Campus

Health Services Unit
U.P. Visayas, Miagao
Tel. No. (033) 315-8301
Trunklines: (033) 315-9625; 508-4164; 508-4165 Local 227

Iloilo City Campus

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

2.4. ORIENTATION SCHEDULE

Freshmen Orientation. It is a MUST to attend the orientation of all incoming students. The orientation provides vital information to guide incoming freshmen on the challenges and opportunities for growth in the college life at UPV.

The schedules for the Freshmen Orientation and Parent's Orientation Program will be posted later. Please check the website <http://crs.upv.edu.ph> for the announcements. For more information, please see or call the following:

Miagao Campus

Office of Student Affairs
U.P. Visayas, Miagao, Iloilo
Tel. No. (033) 513-7019
Trunklines (033) 315-9625/ 508-4164/ 508-4165 Local 168

Iloilo City Campus

Office of Student Affairs
U.P. Visayas, Iloilo City
Tel. No. (033) 337-6582
(033) 509-3417

3. Advance Placement Exam or APE (OPTIONAL)

If your degree program requires **Math 11** (College Algebra) or **Chem 16** (General Chemistry I), you **may** take the advance placement exams in these subjects. If you pass the respective placement exams, you are no longer required to enroll in these courses. The schedule and the examination fee are as follows:

Subject	Date & Time	Venue	Fee*
Math 11 (College Algebra)	TO BE ANNOUNCED**	Div. of Physical Sciences & Mathematics, CAS Bldg	P 140.00
Chem 16 (Gen. Chem I)	TO BE ANNOUNCED**	Dept. of Chemistry, 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;

- (a) Obtain an application form (APE Form01) from the Office of the University Registrar and fill this out. You may also download this form at the freshman login page of the UPV-CRSIS website <http://crs.upv.edu.ph>.
- (b) Pay the necessary fees at the UPV Cash Office and present the Official Receipt to the Office of the University Registrar together with completely filled out application form (3 copies). Deadline for the application will be posted later.
- (c) Present the student's copy to the proctor on the day of the exam.

**Note Kindly check the website <http://crs.upv.edu.ph> for further notice about the schedule of examinations.

4. APPLICATION FOR STFAP (OPTIONAL)

Application for financial assistance under the Socialized Tuition and Financial Assistance Program (STFAP).
Information regarding application for STFAP will be posted on the website <http://crs.upv.edu.ph> or you can contact them thru:

Miagao Campus

Office of Student Affairs
U.P. Visayas, Miagao, Iloilo
Tel. No. (033) 513-7019
Trunklines (033) 315-9625/ 508 4164/ 508 4165 Local 169

Iloilo City Campus

Office of Student Affairs
U.P. Visayas, Iloilo City
Tel. No. (033) 337-6582
(033) 509-3417

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 annual family gross income is P500, 001 – P1, 000,000.00, obtain UPV Form C2 (Bracket "B" Certification) from the Office of the University Registrar, Miagao, Iloilo. You may also download UPV Form C2 at the freshman login page of the UPV-CRSIS website <http://crs.upv.edu.ph>. The accomplished UPV Form C2 should be submitted to the Office of University Registrar together with a photocopy of your parents' Income Tax Return for 2013 from **12 – 23 May 2014**. (The UPV Form C2 (Bracket "B" Certification) requirement may be cancelled or may subject to change once the new scheme of STFAP is applied.)

5. DORMITORY ACCOMMODATION

For Iloilo City and Miagao Campus Freshmen Applicants:

Date	Activity	Venue	Officer In-Charge
01 April to 15 May 2014 (Mondays – Thursdays) Time: 9:00 AM – 11:00 AM 2:00 PM – 4:00 PM	<ul style="list-style-type: none">Accepting of accomplished application form with requirements.Applications forms can be downloaded at the UPV CRSIS with a list of requirements.Interview of applicants with parent or legal guardian.	Iloilo Campus and Miagao Campus	Dorm Managers: Balay Ilonggo Balay Lampirong Balay Kanlaon
19 to 21 May 2014	Processing of applications		
22 to 23 May 2014	Release/Posting of results through CRSIS		
26 to 28 May 2014	Confirmation of slots by the applicants by phone, in person, or by courier. Payment can be made during this period		

For more information, please see or call the following:

Ma. Beatriz Valencia
Dormitory Manager, Balay Ilonggo
UP Visayas, Iloilo City
Tel. No. (033) 509-2278, (033) 337-6582

Divina Punongbayan
Dormitory Manager, Balay Kanlaon
UP Visayas, Miag-ao, Iloilo
Tel. No. (033) 315-8357

Ms. Aster Tronco
Dormitory Manager, Balay Lampirong
UP Visayas, Miagao, Iloilo
Tel. No. (033) 315-8358

6. ENROLMENT OF INCOMING FIRST YEAR STUDENTS

Enrolment of incoming first year students will be posted later at the website <http://crs.upv.edu.ph>.
Where to proceed on enrolment day?

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

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 P 700.00
	Athletic P 55.00
	Cultural P 50.00
	Internet P 260.00
	Energy P 250.00
Student Fund.....	P 46.50
NSTP.....	P 900.00
Deposit.....	P 100.00
Entrance.....	P 30.00
ID.....	P 130.00

II. Schedule of Registration and Opening of Classes. The schedule of registration and opening of classes will be announced later. Please check on the website <http://crs.upv.edu.ph> for further notice.



JOSE A. GO
University Registrar