



**GRADUATE PROGRAMS OFFICE**  
**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City 2600  
 +6374-442-2460 | gpo.upbaguio@up.edu.ph | facebook.com/upbgpo

**UPB-GP Form No. 1: Application for Admission to the Graduate Programs**

**List of Requirements:**

Complete this form and submit to the UP Baguio GPO with the following attachments:

- Original Official Transcript of Records, updated with records of most recent enrollment
- Three (3) Reference Report Forms- 2 from former professors and 1 from the applicant's immediate supervisor
- Recent 2" x 2" Photo (3 copies, 1 copy to be pasted on application form)
- For working applicants:** an official permit from his/her employer/supervisor indicating the maximum number of units the student is allowed to enroll.
- For married women:** PSA Marriage Certificate
- For foreign applicants:** A Test of English as a Foreign Language Certificate (PPT) with a score equivalent to 500 or a Certificate of English as Medium of Instruction from his/her university
- Original PSA Birth Certificate or Equivalent (for foreign applicants)
- Application and Testing fee (250.00 PHP)  
 Receipt Number: \_\_\_\_\_

**Note:** Foreign applicants are required to pay an additional 20.00 USD on top of the application fee

Others: \_\_\_\_\_

**Graduate program to apply for:**

(Please tick box where appropriate):

- Master of Arts in History
- Master of Arts in Language and Literature
- Master of Arts in Social and Development Studies
- Master of Management
- Master of Science in Conservation and Restoration Ecology
- Master of Science in Mathematics
- Doctor of Philosophy in Indigenous Studies
- Doctor of Philosophy in Mathematics
- Others: \_\_\_\_\_

**I. Personal Information** (Please type or print legibly. Write N/A if not applicable.)

**Name** [Last, First, Suffix (if applicable), Middle]:

**Sex** (Male or Female):      **Date of Birth** (mm/dd/yy):      **Citizenship:**

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**Contact Number:**      **Email Address:**

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**Present Address** (House No., Street, Barangay, City/Municipality, Province):

**Occupation:**      **Business/Office Address:**      **Landline/Email:**

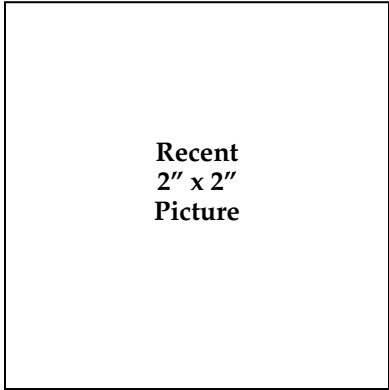
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**Place of Birth:**      **Ethnolinguistic Group:**      **Religion:**

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**Civil Status:**      **Name of Spouse** (if applicable):      **No. of Children:**

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**II. Educational Attainment**

| School/College/University Attended | Degree Obtained (With Specialization, No. of Units Earned) | Inclusive Dates of Attendance | Honors Received | General Weighted Average (GWA) |
|------------------------------------|--|-------------------------------|-----------------|--------------------------------|
|                                    |  |                               |                 |                                |
|                                    |  |                               |                 |                                |
|                                    |  |                               |                 |                                |

**III. Examinations Passed** (e.g., Licensure Examinations, Civil Service, Bar Examinations, TOEFL, IELTS, etc.)

| Name of Examination | Date Taken | Rating |
|---------------------|------------|--------|
|                     |            |        |
|                     |            |        |
|                     |            |        |

**IV. Employment History** (Please specify if Supervisory or Rank & File. Use a separate sheet if necessary.)

| Agency/Company Name | Address | Position | Inclusive Dates of Employment | Nature of Work (Supervisory or Rank & File) |
|---------------------|---------|----------|-------------------------------|---|
|                     |         |          |                               |   |
|                     |         |          |                               |   |
|                     |         |          |                               |   |
|                     |         |          |                               |   |
|                     |         |          |                               |   |

**V. Other Information** (Write N/A if not applicable. Use a separate sheet if necessary.)

| <b>Publications</b> (Please specify under "Classification" whether publication was released through Municipal, Citywide, Provincial, Regional, National, or International.) |                      |                 |
|---|----------------------|-----------------|
| Title of Publication  | Place of Publication | Classification  |
|   |                      |                 |
|   |                      |                 |
|   |                      |                 |
| <b>Awards Received</b> (Please indicate under "Classification" if such award is Academic, Municipal, Citywide, Regional, National, or International.)                       |                      |                 |
| Nature of Award   | Awarded By           | Classification  |
|   |                      |                 |
|   |                      |                 |
|   |                      |                 |
| <b>Involvement/Membership in School/Professional/Community/Civic Organizations</b> (Indicate under "Position" whether you are an Officer, Active or Inactive Member.)       |                      |                 |
| Name of Organization  | Position             | Accomplishments |
|   |                      |                 |
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**Seminars/ Trainings/ Conferences/Meetings Attended** (Use a separate sheet if necessary; indicate under "Level" whether the event was International, National, Provincial, Regional, or Local-Based; specify under "Nature of Participation" whether you participated as Lecturer, Participant, Organizer-Staff, etc.)

| Seminars Attended | Level | Nature of Participation | Date Attended |
|-------------------|-------|-------------------------|---------------|
|                   |       |                         |               |
|                   |       |                         |               |
|                   |       |                         |               |
|                   |       |                         |               |
|                   |       |                         |               |

**Means of Financial Support** (Please check):

- Parents
- Self
- Loan
- Scholarship

If self-supporting, state annual gross income: \_\_\_\_\_

1. Have you ever been convicted for violating any law, decree, ordinance, or regulations by any court or tribunal?  
\_\_ Yes \_\_ No
2. Do you have any pending administrative/ criminal case?  
\_\_ Yes \_\_ No
3. Have you ever been subject to any disciplinary action from any institution attended?  
\_\_ Yes \_\_ No

(If your answer is "Yes" to any or all the above-mentioned questions, give particulars on a separate sheet.)

**VI. Reference Information** (Provide persons, not related by consanguinity or affinity, which could vouch for you. The names of persons listed herein should accomplish the Reference Report Form (UPB-GP Form 2 as enclosed.)

| Name | Address | Contact Number |
|------|---------|----------------|
|      |         |                |
|      |         |                |
|      |         |                |

**VII. Applicant's Declaration** (this application is not valid unless signed by the applicant.)

- I understand and will comply with the statutes, rules, and regulations of the University of the Philippines.
- I understand that the University of the Philippines or the Institute/Department/College I am attending to apply in may reverse any admission decision made based on incorrect or incomplete information at the time of lodging this application.
- I agree to notify the responsible office immediately if there is any change to the information I have given in this application.
- I acknowledge that the provision of incorrect information or documentary may result in the cancellation of my enrollment or in any sanctions therein.
- I declare that the information given on this form is true and correct.

Date: \_\_\_\_\_

Printed Name Over Signature: \_\_\_\_\_

**Reasons for Applying to the Program:**

Write an essay of 200-300 words on your purpose(s) in seeking admission to the graduate program and what the program can contribute to your current or preferred career.

**FOR GPC USE ONLY: (Tick Decision)**

**Date:** \_\_\_\_\_

- ACCEPTED
- CONDITIONAL ACCEPTANCE
- NOT ACCEPTED

**Signatures of GPC Members:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Remarks/Conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

University of the Philippines Baguio

**REVISED CONSENT AND ASSENT FORM FOR NEW STUDENTS**

I have read the University of the Philippines' Privacy Notice for Students.

I grant my consent to and recognize the authority of the University of the Philippines to process my personal and sensitive personal information, pursuant to the abovementioned Privacy Notice and applicable laws in connection with my application to shift/transfer/ be admitted as a student of UP.

I likewise consent to and recognize UP's authority to post online and/or in UP bulletin boards at its option my name and program in the event I qualify for admission in order for the University to comply with its Charter and uphold the principle of transparency in the admissions process.

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Signature over printed name

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Date

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**UNIVERSITY OF THE PHILIPPINES**  
**BAGUIO**  
Baguio City

**REFERENCE REPORT**

*\*(The applicant should accomplish this section.)*

|             |            |             |
|-------------|------------|-------------|
|             |            |             |
| FAMILY NAME | FIRST NAME | MIDDLE NAME |

is applying for admission to the

Graduate Program in the field of \_\_\_\_\_

NAME OF REFERENCE (Please Print): \_\_\_\_\_  
 POSITION, PROFESSION or OCCUPATION: \_\_\_\_\_  
 PROFESSIONAL ADDRESS: \_\_\_\_\_

Send this form to the person for whom this is requested, together with a self-stamped enveloped addressed to:  
 The Office of the Chair, (*Name of Graduate Program*) UP Baguio, 2600 Baguio City.

*\*(The reference is requested to return to the applicant the completed section in a sealed envelope.)*

Your objective estimate of the applicant's personality and aptitude for graduate work and his/her career potential on the following will be appreciated. (Please check)

| Student's Characteristics          | Exceptional | Outstanding | Superior | Average | Below Average | No Basis for Judgment |
|------------------------------------|-------------|-------------|----------|---------|---------------|-----------------------|
| Intellectual Ability               |             |             |          |         |               |                       |
| Breadth of General Knowledge       |             |             |          |         |               |                       |
| Ability to Express Self in Writing |             |             |          |         |               |                       |
| Ability to Express Self Orally     |             |             |          |         |               |                       |
| Perseverance                       |             |             |          |         |               |                       |
| Emotional Maturity                 |             |             |          |         |               |                       |
| Professional Attitudes             |             |             |          |         |               |                       |
| Potential for Research             |             |             |          |         |               |                       |

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

- Please Check:  I strongly recommend the applicant  
 I recommend the applicant with reservations  
 I do not recommend the applicant.

USE REVERSE SIDE FOR ADDITIONAL REMARKS, if necessary.

\_\_\_\_\_ DATE

\_\_\_\_\_ SIGNATURE

**Additional requirements for the MA History/MASDS Program:**

1. A 1 to 3-page concept paper explaining a thesis topic that you would want to work on in the future if you are accepted into the program (Arial, 12 pt, 1.5 spacing).
2. A motivation letter addressed to the following:

**MA History or MASDS Graduate Program Committee**  
College of Social Sciences  
UP Baguio, Governor Pack Road, Baguio City 2600

**Additional Requirements for the IS Program:**

- Copy of Diploma from your master's degree
- Resume/Curriculum Vitae
- A 3-4-page research proposal about a topic that you would want to work on if you are accepted into the program (Arial, 12 pt, 1.5 spacing)
- A letter expressing your intent for applying into the program and elaborating your experience or expectations in working with indigenous communities addressed to the following:

**Prof. Leah E. Abayao, Ph.D.**  
Dean, College of Social Sciences  
University of the Philippines Baguio  
Gov. Pack Road, Baguio City 2600

**Additional Requirements for the MALL Program:**

A Motivation letter which must:

- be a minimum of 500 words;
- include an outline of research interest and possible research topic for thesis;
- include an outline of possible research methodology; and
- explain reason for the interest in research topic and how the MALL program will contribute to its development.

The letter must be addressed to:

**MALL Graduate Program Admissions Committee**  
College of Arts and Communication  
University of the Philippines Baguio, Gov. Pack Road, Baguio City 2600