



**Office of International  
Linkages** *Diliman*

**University of the Philippines Diliman**

**International Student Exchange Program Fact Sheet**

August 2019

## **I. General Information**

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|-------------------------------|--|
| <b>Name of University</b>     | University of the Philippines Diliman  |
| <b>Office</b>                 | Office of International Linkages Diliman<br>Office of the Vice-Chancellor for Academic Affairs   |
| <b>Director</b>               | Imee Su Martinez, Ph.D.  |
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## II. Exchange Information

### About the University

The **University of the Philippines (UP)** is the country's national university. This premier institution of higher learning was established in 1908 and is now a university system composed of eight constituent universities and one autonomous college spread throughout 17 campuses in the archipelago. In 2012, the Commission on Higher Education declared 24 units of the university as Centers of Excellence; while 6 units have been declared as Centers of Development.

UP Diliman is one of the constituent units (CUs) of the University of the Philippines System. Located in Quezon City, Metro Manila. UP Diliman is the most comprehensive CU in terms of academic programs, that include 296 undergraduate and graduate degree programs. UP Diliman is composed of almost 50 percent of the entire UP System student population. The university is also home to a number of national and international institutes and research centers.

### Academic Calendar

Academic year in the University of the Philippines is divided into two (2) semesters and a midyear term:

First Semester : August to December

Second Semester : January to May

Summer/Midyear Term : June to July

Detailed university academic calendar for the AY 2019-2020 can be accessed through the link below:

<https://upd.edu.ph/wp-content/uploads/2019/04/ACAD-CAL-2019-2020.pdf>

### Accommodation

#### On-campus Dormitories

##### Acacia Residence Hall

Capacity: Three (3) persons per room

Lodging: Php 3,000 per month

Electricity: Php 500 per month

(Estimated depending on the electricity usage)

Amenities: Bed w/ foam, tables and chairs

*Fees exclude laundry and food services. Students have to pay Php100 for drinking water fee. Upon check in, students should provide their own cabinets, bed covers, pillows and fans. Students have to pay for two months advance at the start of the semester plus other association fees.*

*The dormitory is non-smoking and cooking is not allowed.*

##### Centennial Residence Hall

Capacity: Four (4) to six (6) persons per room

Lodging: Php 1,500 per month

Electricity: Php 500 per month

(Estimated depending on electricity usage)

Amenities: Bed w/ foam, tables, chairs, cabinets

*Fees exclude laundry and food services. Students have to pay Php100 for drinking water fee. Upon check in, students should provide their own cabinets, bed covers, pillows and fans. Students have to pay for two months advance at the start of the semester plus other association fees.*

*The dormitory is non-smoking and cooking is not allowed.*



### **Off-campus Housing**

There are several student housings within and around the university. Apartments and condominiums are available along Katipunan Avenue. Students who prefer to stay off-campus have the discretion to look for their own accommodation. They will have student buddies that can provide help for them. Once settled, students have to inform the office the name and address of their accommodation.

## **Estimated Expenses**

### **Insurance**

Students must avail overseas medical insurance from their respective home country that covers their entire stay in the Philippines. Fees vary in different countries.

### **Food**

There are no food services available inside the dormitories however there are several canteens, food shops and districts within and around the university. Inside the campus, each meal is estimated to cost around Php 80 to 100. Shopping malls and districts are available in UP TechnoHub in Philcoa and UP Town Center in Katipunan where food costs around Php 100 to Php 300.

### **Transportation**

The common mode of transportation within and outside the university is through jeepneys. There are three (3) major jeepney routes inside the university:

- The Ikot/Toki (Yellow roof) jeepneys go around the university. Cost: Php 8 per ride.
- The Katipunan (Red roof) jeepneys go to Katipunan Avenue. Cost: Php 9 per ride.
- The Philcoa, MRT/Pantranco, and SM North (Green roof) go out the campus towards Philcoa, MRT, and SM North. Cost: Php 9 per ride (Philcoa), Php 10 per ride (MRT/Pantranco) and Php 11 per ride (SM North).

There is a Point-to-Point bus service available at the UP Town Center going to Makati and back which costs PhP 80 for students per ride.

## **University Activities**

There are various student activities organized around the university throughout each semester. The highlighted university activities below are those available for exchange students.

### **University Welcome Assembly (every 1<sup>st</sup> semester, August)**

It features a welcome ceremony for the freshmen and new students including the international exchange students. During the assembly, each participating country in the exchange program is acknowledged.



**Orientation** (once every semester)

Tentative date: Monday after start of classes

Students are advised to arrive one week before the orientation schedule. The orientation includes tips and lectures on the university life and culture. Important university offices and units are introduced to the students such as the Office of Student Housing, Office of Student Affairs and University Health Service. Various student organizations that aim to promote international understanding are also introduced.

**Cultural Trips** (every semester)

Every semester, the OIL Diliman organizes cultural and exposure trips within and outside Metro Manila for the international exchange students. Previous trips include museum visits, and trips to beaches and resorts where various activities are prepared for the students.

**University Athletics Association of the Philippines (UAAP) Games**

The university competes in various sporting activities in the UAAP. Students may attend different games and culminating activities such as the Cheerdance Competition. Schedules of each game of each sport varies every UAAP season.

**Lantern Parade** (every December)

The Lantern Parade is the university Christmas celebration. It features different and colourful lanterns or floats from every college or unit in the university. It is celebrated every December, after the first semester's final examinations.

**UP Fair** (every February)

UP Fair is held annually every second week of February. It is a week-long event organized by the University Student Council which features a series of concerts from local bands and artists. It also includes different food booths and carnival rides.

**Holidays**

Various holidays are observed in the Philippines throughout the year. Listed below are the holidays for the second semester and midyear term (January to June 2020):

|                       |  |
|-----------------------|--|
| January 1, Wednesday  | New Year's Day                           |
| February 5, Wednesday | Chinese New Year                         |
| February 25, Tuesday  | EDSA People Power Revolution Anniversary |
| April 9, Thursday     | Araw ng Kagitingan                       |
| April 9, Thursday     | Maundy Thursday                          |
| April 10, Friday      | Good Friday                              |
| April 11, Saturday    | Black Saturday                           |
| May 1, Friday         | Labor Day                                |
| June 12, Friday       | Independence Day                         |



### III. Application

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#### Procedure

#### Nomination

The host university should nominate the students through the form provided through the link: <http://bit.ly/StudyinUPDNomination>.

The nomination form will be open until September 15, 2019.

#### Submission of Requirements

Application requirements are listed in the next section. Requirements should be submitted on or before September 30, 2019. The Medical and Health Certificate (Form 4) can be submitted later until October 30, 2019. Requirements should be submitted to the Student Mobility Section email at [oid\\_studentmobility.upd@up.edu.ph](mailto:oid_studentmobility.upd@up.edu.ph).

Scanned application documents should be submitted through the international relations officer via e-mail.

#### Issuance of Acceptance Letter

The office will assess the requirements submitted and shall issue the acceptance letters.

#### Arrival Information and Accommodation

Students should fill up the arrival information and accommodation forms. Forms and information will be sent together with the acceptance letter.

*Note: Students should bring all the original copies of the submitted documents.*

#### Requirements

Application requirements are listed below. Links are provided to access the forms.

1. Form 1 – Foreign Undergraduate Admission Application Form
  - <http://bit.ly/OILDForm1>
2. Form 2 – Student Directory
  - <http://bit.ly/OILDForm2>
3. Form 3 – Exchange Student Information Sheet
  - <http://bit.ly/OILDForm3v1>
4. Form 4 – UP Health Service Form
  - <http://bit.ly/OILDForm4>
5. Nomination Notice
6. Copy of passport
7. Medical and Health Certificate (deadline on October 30, 2019)
8. 1x1 AND 2x2 ID Picture (4 pcs each) – Upon arrival

#### Deadlines

Deadlines of nomination and application vary per semester as below:

First Semester:

Second Semester:

Nomination:

Nomination: September 15, 2019

Application:

Application: September 30, 2019



|                             |   |
|-----------------------------|---|
| <b>Number of Students</b>   | The number of students which partner universities can send for nomination and application varies on the agreement made between the universities. Please contact the program staff to confirm the information.   |
| <b>Duration of Exchange</b> | One (1) semester, two (2) semesters OR one (1) academic year (including Midyear Term). Duration of exchange program varies depending on the agreement made between the two universities.  |
| <b>GPA Requirement</b>      | While there is no GPA requirement for students to be admitted in the University of the Philippines Diliman as exchange students, the home university still has the discretion to have a GPA requirement upon students' application.   |
| <b>Language Proficiency</b> | While there is no language proficiency nor certification needed for students to be admitted as exchange students in the University of the Philippines Diliman, the home university still has the discretion to have an English language proficiency requirement upon students' application. |

#### IV. Course and Academic Information

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|--------------------------------|--|
| <b>Academic Programs</b>       | <p>Academic programs in the University of the Philippines Diliman are grouped into four (4) academic clusters: (1) Arts and Letters, (2) Management and Economics, (3) Science and Technology, and (4) Social Sciences and Law. Colleges and institutes under each cluster can be accessed at:</p> <p style="text-align: center;"><a href="https://upd.edu.ph/academics/academic-clusters/">https://upd.edu.ph/academics/academic-clusters/</a></p> <p>Exchange students may take courses from various undergraduate programs available in the university. These programs can be accessed at:</p> <p style="text-align: center;"><a href="https://upd.edu.ph/academics/undergraduate">https://upd.edu.ph/academics/undergraduate</a></p> |
| <b>Courses</b>                 | <p>Each exchange student can enroll a minimum of two (2) courses and a maximum of four (4) courses (five (5) courses shall be allowed given that one is a PE class) in a regular semester. List of available courses in each semester can be accessed at:</p> <p style="text-align: center;"><a href="https://crs.upd.edu.ph/schedule/">https://crs.upd.edu.ph/schedule/</a>.</p>  |
| <b>Language of Instruction</b> | Courses in the university are mostly taught in English.  |
| <b>Credit Units</b>            | Each credit unit is equivalent to one (1) hour of class or lecture. Most classes in the university have three (3) credit units which are taught in three (3) hours in two (2) meetings per week (each meeting consists 90 minutes of activities, lecture, discussion or any classroom instruction). There are 16 weeks of class meetings in a semester.  |



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

## Transcripts

After the semester, the students will be given a **certificate of completion**. For the transcript, the students should accomplish the following and send a copy through email:

1. Online Clearance (from the CRS)
2. Data Privacy Consent Form

Transcripts are sent to the partner university by courier within **SIX weeks** after the exchange semester ends.

## IV. Visa Information

### Special Non Immigrant Visa or 47(a)(2)

Official exchange students are eligible to apply for a 47(a)2 visa. The process takes up to a maximum of two (2) months as it goes with the Department of Justice and Department of Foreign Affairs/Philippine Embassy in your home country. OIL Diliman will have already prepared all the requirements needed for the visa application. OIL Diliman will prepare the application at the Department of Justice who will forward the application to the Philippine Embassy or Consulate in your home country for assessment and stamping. This process may take up to two months to process and must be done prior to arrival in the Philippines. We will provide further information together with the acceptance letter.

### Special Study Permit (SSP)

The Special Study Permit (SSP) is issued by the Philippine Bureau of Immigration which allows foreign students to study in the Philippines when they enter the country with a Tourist Visa. Eligible nationals who plan to enroll in non-degree courses that last for less than one (1) year may first apply for tourist visas at the Philippine Embassy but should get the SSP upon arrival in the Philippines. However, SSP is only a permit and not a visa, hence the students are required to renew their tourist visa every two (2) months at the nearest Bureau of Immigration satellite office. Requirements include their passport and application fee (Php 9,000) which includes the SSP and AI-card. The official receipt will be provided once the Bureau of Immigration has released it. Students will be contacted once their visas are available or if there are issues.

