

### Update on Application on Graduate Studies:

1. Deadline of application is 2 July 2020
2. For list of requirements: Visit <https://educ.upd.edu.ph/graduate-2/>
3. Submit requirements through courier to:  
Office of the College Secretary  
Room 104, College of Education, Benitez Hall, Roxas Avenue,  
University of the Philippines, Diliman Quezon City 1101  
Incomplete documents (except Official Receipt of application fee) will not be processed.
4. Deadline of payment of application fee of PhP 700 (for Filipino applicants) or US\$ 30 (for foreign applicants): **one month before testing date (TBA)**. A testing fee of PhP 500 (for PhD applicants) needs to be paid once confirmation from the office is received.
5. Online payment procedures:
  - a. Secure and fill-out Payment Slip (for Application Fee for Graduate Studies/Testing Fee for PhD applicants). Download here: [https://educ.upd.edu.ph/wp-content/uploads/2020/06/Payment-Slip-for-Application-Fee\\_Testing-Fee.pdf](https://educ.upd.edu.ph/wp-content/uploads/2020/06/Payment-Slip-for-Application-Fee_Testing-Fee.pdf)
  - b. Using online payment platform, **send/transfer the total amount via PESONET**. Here are the bank account details:
    - i. Bank Name: **Land Bank**
    - ii. Account Name: **UPD Trust Fund**
    - iii. Account Number: **3072-1007-18**
  - c. Screenshot successful payment transaction. This will serve as your proof of payment.
  - d. Send **screenshot /picture of proof of payment** to [cashoffice.upd@up.edu.ph](mailto:cashoffice.upd@up.edu.ph). Please indicate in the email the following:
    - i. **Subject:** EDUC Online Payment
    - ii. **College:** College of Education
    - iii. **Nature of payment:** Application Fee for Graduate Studies or Testing Fee

#### **\*Attach a photocopy/picture of Payment Slip**

- e. All payment made **WILL NOT** be issued an official receipt. Refer to Step 5.c.
- f. The Cash Office will email the confirmation of receipt of proof of payment.
- g. Submit duly accomplished Payment Slip and screenshot of confirmation of receipt of payment (given by the Cash Office) to the OSec email address:  
[educosec.updiliman@up.edu.ph](mailto:educosec.updiliman@up.edu.ph)
- h. The OSec will notify the payee regarding the next steps.