

ENROLLMENT GUIDELINES FOR NEW UPOU STUDENTS First Semester 2008-2009

For those under Learning Centers:

1. Your assessment form is included in your admission pack. Or call the Registrar's Office for the assessment of fees.
2. Pay your fees through: PNB, credit card (at UP Based LCs), or cash payment at the UPOU cash office
3. Finalize your enrollment by accomplishing the official registration form and submitting the proof of payment at your designated learning center during the prescribed registration period. You may also download the registration form at http://www.upou.edu.ph/downloads/2007_downloads/FORMS2007/form5_abroad.pdf and mail the accomplished form and proof of payment to OUR.
4. Get your modules at the learning center on the specified date of pick up of materials.

For those under Testing Centers

1. Your assessment form is included in your admission pack. Or call the Registrar's Office for the assessment of fees. Pay your fees through PNB (additional mailing fee of P200.00 will be charged to local students). Download the registration form at http://www.upou.edu.ph/downloads/2007_downloads/FORMS2007/form5_abroad.pdf and mail the accomplished form and proof of payment to OUR.
2. The OUR will email the confirmation of enrollment starting the first week of May.
3. Wait for the modules to be sent directly to your preferred mailing address.
4. You may also opt to pick up your modules in a UPOU Learning Center where you will attend the General Orientation for new students (please see the Information and Reply Slip for this).

For offshore students (students based abroad)

1. Assessment of fees will also be emailed to you. Or call the Registrar's Office for the assessment of fees.
2. Pay your fees through PNB or http://upou.net/virtualc/studentdownloads/Credit_card_payment_form.pdf for the credit card authorization form. For this mode of payment, a 4.5% transaction cost will be charged to you and please email Lee Lopez at either ilsuccess@yahoo.com or elopez@upou.edu.ph for re-assessment.
3. Email, mail or fax printed copy of registration form and proof of payment to OUR 63 49 5366012
4. The OUR will email the confirmation of enrollment starting the first week of May.
5. Since tuition fee does not include cost of shipping the learning packages and exam materials, you will be billed this cost separately
6. You have two options with regard to modules: digital format (pdf format) or print form to be mailed directly to you mailing address. For more info, please contact ilsuccess@yahoo.com or elopez@upou.edu.ph

IMPORTANT DATES (FIRST SEMESTER 2008-2009)

Registration for new students	April 21-30, 2008
General Orientation and Pick up date of modules at the LC for new students	May 23 and 31, 2008

For the list of course offerings, please click this link <http://www.upou.org/academic/fed.htm>

PROCEDURE FOR PAYMENT

• **BANK PAYMENT THROUGH PHILIPPINE NATIONAL BANK**

1. Go to the nearest PNB branch and ask for an Inter-Office Saving/Checking Account Deposit slip
2. Fill-up three (3) deposit slips completely:
 - i. DEPOSITORY OFFICE: PNB UP Los Banos Branch
 - ii. CREDITED TO THE ACCOUNT NUMBER: 075-800050-8
 - iii. NAME OF DEPOSITOR: UPOU Revolving Fund
3. Do not forget to write your name, learning center, program, type of payment and semester at the bottom of the slip
4. Submit a duplicate copy (photocopy will not be accepted) of the PNB slip on the registration day. This will be attached to your registration form. Be sure to keep your own copy of the machine-validated deposit slip.