



U P D a

International Student Exchange Program Information Sheet

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I. General Information

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| N | University of the Philippines Diliman |
| O | Office of International Linkages Diliman Office of the Vice-Chancellor for Academic Affairs |
| D | C PC P -A , P .D. |
| M A | Office of International Linkages Diliman Room 102, Diliman Interactive Learning Center (DILC) Building, Magsaysay Avenue corner Apacible Street, |



II. University and Academic Information

P D (P) The **P (P)** 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 located in 17 campuses all over 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.

P D (PD) The **P D (PD)** is the main campus of the UP System, located in Quezon City, Metro Manila. UP Diliman is the most comprehensive constituent unit in terms of academic programs, that include 250 undergraduate and graduate degree programs. UP Diliman is composed of almost 50 percent of the entire UP System student population. UPD has extensive alliances with international institutions of higher learning for joint academic programs, research, and student exchange—providing the institution with opportunities for curricular enhancement, faculty development, resource generation, and sharing of expertise and programs.

A C The regular academic year in the University of the Philippines is divided into two (2) semesters and a midyear term:

| | | | |
|----------|----------|---|----------------------|
| F | S | : | September to January |
| S | S | : | February to May |
| M | | : | June to August |

All academic units of UP operate under the semestral system, except the master's program of the Archaeology Studies Program (ASP) and Virata School of Business (VSB) which operates under the trimestral system.

A 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 through:

 A C

Exchange students may take courses from various programs available in the university. These programs can be accessed through:

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 G P G P



C R

exchange students can enroll to 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.

G exchange students can enroll to a minimum of two (2) courses and a maximum of three (3) courses in a regular semester.

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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.

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GE courses are offered to students for their holistic development while studying in UP Diliman. Exchange students may choose any course from any degree offering unit in UPD upon approval of the specific college/unit subject to availability of slots. This is to check if the student satisfies necessary background or prerequisite courses for a particular course, and if there are still vacant slots. There are minimal, or almost no prerequisites for General Education (GE) courses.

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The list of General Education courses can be accessed through:

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D G

Recommended courses for exchange students are English 1 (Basic College English), Speech 30 (Public Speaking and Persuasion), Filipino 3 and 4 (Speaking in Filipino).

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UPD offers Filipino 3 and Filipino 4 (*Introductory Filipino Course for Foreigners*) and are to learn the Filipino language and be introduced with Filipino culture.

Courses with course number from 1-199 are undergraduate level, and course number 200 and above are graduate level. Undergraduate students may only take courses for undergraduate, while graduate students may take either courses for undergraduate or graduate level (e.g. Undergraduate: Fil 3, Eng 100; Graduate: CL 220, Plan 299). For more courses offered by UPD, an online catalog, with their course code and numbers, course title, and short course description, can be accessed through:

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Availability of courses for the semester depends on the semester it is offered (e.g. Fil 3 is only offered during the 1st Semester, and Fil 4 is only offered during the 2nd Semester). For courses with prerequisites, students should obtain the approval of the professor before enlisting.

A guide for abbreviation and symbols for easier navigation can be accessed through:

D G A S
G G G

Courses from the College of Law are not open to undergraduate and international exchange students.

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English is the general language of instruction in UP Diliman, but



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

Pagsalubong: OIL D O I I S
(; M R) Students are advised to arrive one week before the orientation schedule. The orientation includes tips



III. Grading and Credit System

The following shows the grading system in the University of the Philippines Diliman including its equivalent in percentage, letter grades and grade points:

| Grade | Percentage | Letter Grade | Grade Point |
|-------|------------|--------------|-------------|
| A | 90-100 | A | 4.0 |
| A- | 85-89 | A- | 3.75 |
| B+ | 80-84 | B+ | 3.5 |
| B | 75-79 | B | 3.25 |
| B- | 70-74 | B- | 3.0 |
| C+ | 65-69 | C+ | 2.75 |
| C | 60-64 | C | 2.5 |
| C- | 55-59 | C- | 2.25 |
| D+ | 50-54 | D+ | 2.0 |
| D | 45-49 | D | 1.75 |
| D- | 40-44 | D- | 1.5 |
| F | 30-39 | F | 1.0 |
| F | 20-29 | F | 1.0 |
| F | 10-19 | F | 1.0 |
| F | 0-9 | F | 1.0 |
| NC | 0 | NC | 0.0 |
| W | 0 | W | 0.0 |
| IP | 0 | IP | 0.0 |

PSA S (PACIS)

The following shows the academic credit transfer system in the University of the Philippines Diliman for different places which includes their crediting system, student's equivalency workload, and teaching/contact hours:

| Local Course | Foreign Course | Local Credits | Foreign Credits |
|---|---------------------|--|------------------|
| BA-7L-->BM | !7-->7\$5%: A(| 2=7(97. =7N905B | ! 27(97! 37N905B |
| PN%7Q' A(%: 7?(@(%B | ! 7\$5%: A(| . 17N905B | ! 17N905B |
| " 059J%7@' : 7' %ARNS95A' R7\$90' (5A%B | ! /17" >P?7J9A' (B | 2* /17(97. =7N905B | + |
| " ' R@' : T7QU7L>-P?M | 2/, 7>-P?7J9A' (B | ! 7" >P?7V707>-P?7J9A' (B7 LN9W%X%5T7! 7>-P?7V7! , 7N905BM | + |
| Y@(' 7-I %5A\$@7L>Y-KM | ! /17>Y-K7\$5%: A(B | 2* /17(97. =7N905B | + |
| ZA: : 8%7" @B(7L-H[-\ "M | ! 7\$5%: A(| . 17N905B | + |

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. Transcript of Records Application Form
2. University Clearance Application Form
3. Data Privacy Form
4. Exchange Student Exit Survey

Transcripts are sent to the partner university by courier within eight (8) weeks after the submission of the requirements above.



IV. Exchange Information

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The Philippines is located near the Equator. It has only three seasons: Rainy Season (June to November), Cool Dry Season (December to February), and Hot Dry Season (March to May).

The warmest month is May while the coolest is January. Due to *Amihan* or Northeast Monsoon, prevailing cold winds from Siberia affects east of the Philippines from October to early March. During the months of June to early October, the *Habagat* or Southwest Monsoon is characterized by heavy



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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 150. Shopping malls and districts are available in UP TechnoHub in Philcoa and UP Town Center in Katipunan where food costs around Php 150 to Php 300.

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 10 per ride for students.
- The Katipunan (Red roof) jeepneys go to Katipunan Avenue. Cost: Php 10 per ride.
- The Philcoa, MRT/Pantaleon, and SM North (Green roof) go out the campus towards Philcoa,

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V. Nomination and Application Process

N The host university should nominate the students through the nomination form:
S PD N **F**.

Nominations are then acknowledged by the Inbound Student Mobility Coordinator via email. Upon acknowledgement, the coordinator will email the **G** digital copies of the required forms. Additional information regarding the application and semester are included in this email.

R Application requirements are listed below.

1. Form 1 – Foreign Undergraduate Admission Application Form
2. Form 2 – Student Directory
3. Form 3 – Exchange Student Information Sheet
4. Nomination Letter from the Home University
5. Official Transcript of Records (*in English*)
6. Copy of passport bio-page
7. Copy of Insurance Policy (*in English*)
8. Copy of Language Proficiency Exam Result (*if available*)
9. UPD Medical Requirements (*in English*)

G **Students should bring all the original copies of the submitted documents.** Attach photos per required form. Also prepare for extra copies of ID pictures upon arrival in the Philippines. Make sure **G** that each required form is signed.

S Requirements should be submitted on
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|--------------|----------|--|
| N | S | G 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. |
| D | E | 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. |
| GPA R | D | 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. |
| L | P | <p>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.</p> <p>However, we advise for students to have a minimum score of at least 500 in the paper-based, or at least 173 in the computer-based, or at least 61 on the internet-based (IBT) forms of the Test of English as a Foreign Language (TOEFL) or at least a score of 5.5 in the International English Language Testing System (IELTS) or a certification from a duly authorized unit.</p> |



VI. Health and Travel Insurance ^G

E I
S (EIS)

Cognizant of the resource and logistical implications of repatriation and assistance to distressed international students, a whole-of-government approach in adopting a formal University Policy is necessary to effectively respond to national emergencies and mitigate health and safety risks.

EIS should:

- G**
1. Avail for travel insurance
 2. Round trip airfare/ticket

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EIS should prepare for the following:

1. Health insurance recognized by local health providers at the Local Government Unit (LGU) level with
 - a. medical expenses amounting to Php 1,000,000
 - b. COVID-19 coverage
 - c. medical repatriation, including death
2. Full travel insurance for a round trip airfare/ticket, including the following
 - a. rebooking costs
 - b. air ticket cancellation
 - c. search and rescue cost
 - d. travel assistance cancellation
3. Emergency money worth at least Php 32,000 for 30 days stay in case of a lockdown:

This amount will serve as a deposit to dormitories accepting EIS. Unused funds must be returned to the EIS.



VII. Visa Information

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Official exchange students are eligible to apply for a 47(a)2 visa. The process takes up to a maximum of three (3) 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. The student will enter the Philippines with a tourist visa and have the application of 47(a)2 after their arrival in the country. Passports are to be submitted to OIL Diliman for the processing of the visa. We will provide further information together with the acceptance letter.

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This visa is recommended for students staying for **2** .

Take note that it is advised for travels to be postponed while visas are being processed. Please resume travels after the visa is processed.

**S S P
(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. **H** , **SSP**

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