

## A. UP College Admissions Test (UPCAT)

### 1. Applications for Incoming New First Year Students to UP B/BA/BS Programs

Admission to all undergraduate degree programs in UP require qualification through the UPCAT, except for eligible international applicants and applicants covered by Republic Act. No.10648, also known as the Iskolar ng Bayan Law of 2014, who may avail of qualification by automatic admission.

The UPCAT application period usually opens two to three months before the target date of test administration. The dates of application and exam are announced each year.

|                             |   |
|-----------------------------|---|
| <b>Office or Unit:</b>      | UP Office of Admissions   |
| <b>Classification:</b>      | Highly Technical  |
| <b>Type of Transaction:</b> | G2C – Government to Citizen/Client  |
| <b>Who may avail:</b>       | <ol style="list-style-type: none"><li>1. Senior high school student expecting to graduate before the school year (SY) applying for, from a DepEd-accredited high school or an accredited secondary school abroad; OR</li><li>2. Graduate of a DepEd-accredited high school or accredited secondary school abroad; AND</li><li>3. Must have final grades for Grade 8, 9, 10 and Grade 11;</li><li>4. Must not have taken any college subject/s prior to the opening of the SY applying for;</li><li>5. Must not have taken the UP College Admission Test in any of the previous years it was conducted; AND</li><li>6. Must not have applied and completed the UP College Admissions application for the AY 2021-2022 (UPCA 2021), AY 2022-2023 (UPCA 2022), or the AY 2023-2024 (UPCA 2023) intake.</li></ol> |

| CHECKLIST OF REQUIREMENTS   | WHERE TO SECURE   |
|---|---|
| <b>For all UPCAT applicants:</b>  |   |
| 1. UPCAT Application Form 1 and Form 2B<br>- Fully accomplished and submitted online by the applicant   | UPCAT Online Application website<br>Form 1 and Form 2B portal at <b>upcat[year]online.up.edu.ph</b><br>(Manual forms are only available for special cases in areas with no internet access) |
| 2. Form 2A Secondary High School Profile<br>- Fully accomplished and submitted online by the school official  | Form 2A or School's Portal at <b>upcat[year]form2a.up.edu.ph</b>  |
| 3. Certified true copy of Permanent Secondary High School Record (SF10/Form 137) to be submitted to the UP Office of Admissions<br>- Contains grades from Grade 8, 9, 10, and 11<br>- Signed in wet signature of the authorized school personnel of latest school |   |
| <b>If applicant is graduating from a new private high school:</b>   |   |
| 4. Certificate of DepEd accreditation, recognition, or permit to operate<br>- (1 certified true copy)   | High school of applicant  |
| <b>If applicant is already a high school graduate:</b>  |   |
| 5. High School Diploma<br>- (1 certified true copy)   | High school of applicant  |
| <b>If applicant has completed the DepEd Alternative Learning System (ALS) program and is a passer of the DepEd Accreditation and Equivalency (A&amp;E) Tests - HS level</b>   |   |
| 6. Authenticated (with seal) Certification as a High School Graduate eligible for admission to the University based on the  | Relevant DepEd School Division Office Superintendent/Testing Coordinator  |

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| Certificate of Rating or COR (1 original and 1 certified true copy)   |  |
| 7. DepEd Certificate of Rating (COR)<br>- (1 copy attached to DepEd Certification of ALS completion as a High School Graduate)  | Bureau of Educational Assessment (BEA)                                       |
| <b>If applicant is a transferee</b> (i.e. has taken subjects from another high school)  |  |
| 8. Permanent Secondary School Record (Form 137/SF10) from the other school with all the grades earned within (1 certified clear photocopy)<br>- If not included in SF10/Form 137 from current school  | High school of applicant   |
| <b>If applicant is a child of UP employee</b>   |  |
| 9. UP HRDO certification  | To be requested by the UP Office of Admissions from the respective HRDO unit |
| <b>If applicant is a person with disability (PWD) requiring special attention</b>   |  |
| 10. Medical certificate describing disability issued by a licensed physician (1 original)   | Licensed physician   |
| <b>If applicant is a foreign citizen:</b>   |  |
| 11. Proof of payment of UPCAT application fee<br>- to be sent via email to <b>upcollegeapplications.oadms@up.edu.ph</b> with the subject heading ' <b>UPCAT [Year] Proof of Payment</b> '<br><br>(Applicants with Filipino citizenship are exempt from payment of the application fee as provided by Republic Act 1093) | Bank where payment was made  |

| CLIENT STEPS  | AGENCY ACTIONS   | FEES TO BE PAID | PROCESSING TIME               | PERSON RESPONSIBLE |
|---|--|-----------------|-------------------------------|--------------------|
| 1. Access the UP Office of Admissions website to read about the university, course and campuses, application link, etc. at <a href="http://upcat.up.edu.ph/">http://upcat.up.edu.ph/</a>  | Official website will redirect to the application portal for that year                       | None            | Based on internet speed       | Applicant          |
| 2. Read the General Information Bulletin at the homepage of the site then sign up for an account at the UPCAT Online Application website using a valid and active email address.          | Application portal will send a link to the email of the applicant for the activation link    | None            | Based on internet speed       | Applicant          |
| 3. Click on the activation link sent via email to access your application account with your valid email address and password  | Online system activates the account.   | None            | Based on system response time | Applicant          |
| 4. Login using the credentials used during sign up. A login code will be received through email and must be inputted in the portal.   | Online system will send a login code to the applicant's email address for the login code.    | None            | Based on system response time | Applicant          |
| 5. Fill out the Form 1 application completely online  | Online system triggers an email notification to their school for further instructions        | None            | Based on internet speed       | Applicant          |
| 6. Grade 11 School Official must sign up for an account at the Form 2A (High School Profile) portal <a href="http://upcat[year]form2a.up.edu.ph/">http://upcat[year]form2a.up.edu.ph/</a> | School's portal will send a link to the official email of the school for the activation link | None            | Based on internet speed       | School Official    |

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| 7. Activate the account by clicking the activation link sent to the school's email account   | Online system activates the account.  | None   | Based on system response time          | School Official              |
| 8. Login using the credentials used during sign up. A login code will be received through school's email and must be inputted in the portal.   | Online system will send a login code to the school's official email address.                      | None   | Based on system response time          | School Official              |
| 9. Fill out the High School Profile completely. Confirm the list of applicants if they are currently enrolled/graduated from the respective school.  | Online system sends an email notification to the applicant if they are confirmed by their school. | None   | Based on internet speed                | School Official              |
| 10. FOR NON-FILIPINO CITIZENS ONLY:<br>Pay the UPCAT Application fee and send the proof of payment via email to upcollegeapplications.oadms@up.edu.ph with the subject heading 'UPCAT [Year] Proof of Payment' | Office will acknowledge email for the proof of payment  | Php 450 for resident foreign applicants;<br>\$50 for non-resident foreign applicants | Based on Bank/ applicant response time | (Applicant/ Bank)            |
| 11. Claim test permit at OA upon notification of availability; OR claim at designated regional testing center a day or two days before the exam  | Send email notification for schedule of claiming the test permit<br>Issues test permit            | None   | 5 to 10 minutes                        | Applicant, Assigned OA staff |

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| 12. Take the exam at the scheduled date, time, and testing center  | Administer the UPCAT  | None | 5 hours (including pre and post-test activities) | Test Personnel, Applicant |
| 13. Applicant who took the exam must access the application portal for the Form 2B at <a href="http://upcat[year]online.up.edu.ph/">http://upcat[year]online.up.edu.ph/</a>  | Online system will restrict login for those who were unable to take the exam  | None | Based on internet speed                          | Applicant                 |
| 14. Login using the credentials used during the application. A login code will be received through email and must be inputted in the portal.   | Online system will send a login code to the applicant's email address for the login code.                               | None | Based on system response time                    | Applicant                 |
| 15. Review and save Form 1 details and fill out and submit Form 2B completely online.  | Online system will trigger an email notification to the school and will include applicant's name in the school's portal | None | Based on internet speed                          | Applicant                 |
| 16. Grade 12 School Official must sign up for an account at the Form 2A (High School Profile) portal <a href="http://upcat[year]form2a.up.edu.ph/">http://upcat[year]form2a.up.edu.ph/</a> , (for schools who did not access the Form 2A portal during the initial application period) | School's portal will send a link to the official email of the school for the activation link                            | None | Based on internet speed                          | School Official           |
| 17. Activate the account by clicking the activation link sent to the school's email account (for schools with not account yet)   | Online system activates the account.  | None | Based on system response time                    | School Official           |

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| 18. Login using the credentials used during sign up. A login code will be received through school's email and must be inputted in the portal.                        | Online system will send a login code to the school's official email address.                      | None                                     | Based on system response time   | School Official                           |
| 19. Fill out the High School Profile and signatories completely. Confirm the list of applicants if they are currently enrolled/graduated from the respective school. | Online system sends an email notification to the applicant if they are confirmed by their school. | None                                     | Based on internet speed   | School Official                           |
| 20. Submit the certified hard copy of the Student Permanent Record (SF10 or Form 137) to the office.   | Receives and verifies submitted documents   | None                                     | 5 to 15 minutes   | School official/<br>Applicant             |
| 21. Data processing of UPCAT applications  | Verifies and validates data of all UPCAT documents  | None                                     | Approx. 6 months after the deadline of submission of all requirements | Assigned OA staff                         |
| 22. Release of UPCAT Results   | Uploading of application results to the portal  | None                                     | Based on Internet Speed   | Office of Admissions,<br>ITDC, Applicants |
| <b>Total</b>   |   | Php 450/\$50 for non-Filipino applicants | As indicated above  |   |

**UPCAT Applications qualified for multi-stage processing**

## 2. UPCAT Test Administration

All eligible applicants to UP undergraduate baccalaureate programs are required to take the UPCAT as part of the UP admissions process for its incoming new first year students. The Office of Admissions (OA) oversees the administration of the UPCAT for the whole UP System. The OA-appointed personnel (e.g. examiners, proctors, etc) administer the UPCAT to all examinees in 100+ designated testing centers nationwide during the appointed test dates.

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|---|--|------------------------|--|---|
| <b>Office or Unit:</b>  | UP Office of Admissions  |                        |  |   |
| <b>Classification:</b>  | Highly Technical   |                        |  |   |
| <b>Type of Transaction:</b>   | G2C – Government to Client                                       |                        |  |   |
| <b>Who may avail:</b>   | All UPCAT examinees  |                        |  |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  |                        | <b>WHERE TO SECURE</b>   |   |
| <ol style="list-style-type: none"> <li>Valid UPCAT test permit</li> <li>School or Government-issued ID</li> <li>Test materials (Pencil and eraser)</li> </ol> |  |                        | UP Office of Admissions or Regional Testing Center               |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>   |
| 1. Go to the UPCAT test center specified in the applicant's test permit during the appointed time   | Prepares UPCAT materials in the testing room of the testing hall | None                   | 30 minutes<br>(may be longer – depends on testing room capacity) | OA Director as Overall Supervisor<br>OA appointed test Examiners and Proctors |
| 2. Present test permit and valid ID then line up according to instructions of Examiner/Proctor  | Guide examinees to testing room in testing hall                  | None                   | 30 minutes<br>(may be longer -depends on testing room capacity)  | OA appointed test Proctors  |

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|--|---|------|--|----------------------------|
| 3. Follow seating arrangements and other instructions in taking the exam | Give DRRM and pre-test instructions; and administer UPCAT to examinee | None | The exam duration is 3 hours and 20 minutes (excluding instructions in between subtests) | OA appointed Examiner      |
| 4. Follow post-test instructions   | Give post-test instructions; collect and check test materials         | None | 25 minutes   | OA appointed Examiner      |
| 5. Exit testing room and hall as instructed                              | Guide examinees out of testing room and hall                          | None | 15 minutes (may be longer -depends on testing room capacity)                             | OA appointed test proctors |
| <b>Total</b>   |   | None | Approx. 5 hours and 40 minutes   |                            |

**UPCAT Administration qualified for multi-stage processing**

### 3. UPCAT Release of Results

The target date of availability of UPCAT results is announced to the examinees in the UPCAT online application website. The UPCAT results are based on data processing involving multi-stages. Encoding takes long because many high schools are unable to provide digital data and because of the large number of examinees.

The UPCAT results show the list of examinees selected to receive an offer of admissions to one of the degree programs they applied for in their application form based on the outcome of UPCAT data processing. The individual UPCAT results for all examinees may be viewed online but only by examinees.

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|--|--|-------------------------|-------------------------|---------------------------|
| <b>Office or Unit:</b>   | UP Office of Admissions                  |                         |                         |                           |
| <b>Classification:</b>   | Highly Technical                         |                         |                         |                           |
| <b>Type of Transaction:</b>  | G2C – Government to Client               |                         |                         |                           |
| <b>Who may avail:</b>  | All eligible applicants/examinees        |                         |                         |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>  |                         |                           |
| Valid UPCAT application account  |  | UP Office of Admissions |                         |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>                    | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b> |
| 1. Go to the UPCAT application portal<br><a href="https://upcat[year]online.up.edu.ph">https://upcat[year]online.up.edu.ph</a> | Uploads and opens results portal         | None                    | Based on internet speed | ITDC/ OA                  |
| 2. Click on the 'Application status' button  | Instructions to proceed will be provided | None                    | Based on internet speed | ITDC/ OA                  |

|   |  |             |   |                 |
|---|--|-------------|---|-----------------|
| <p>3. Log in with the email address and password that were used in your application to view your UPCAT results<br/> <b>If Manual applicant,</b> use the email you indicated in your application</p> | <p>Application status can be viewed</p> <p>The System provides the applicant with his/her results by email</p> | <p>None</p> | <p>Based on System response time and demand</p> | <p>ITDC/ OA</p> |
| <b>Total</b>  |  | <p>None</p> | <p>Based on system response</p>                 |                 |

**UPCAT Results Release qualified for multi-stage processing**

## B. UPG Requests

Previous applicants or examinees who have not received their University Predicted Grade (UPG) may request this data from the office one year after their results period. Other UP offices or units may request for this data directly to the office for other admission application options, if the applicant is admitted through other routes, like Iskolar ng Bayan and certain Associate programs.

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|---|--|---|------------------------|---------------------------|
| <b>Office or Unit:</b>  | UP Office of Admissions  |   |                        |                           |
| <b>Classification:</b>  | Simple to Highly Technical                                       |   |                        |                           |
| <b>Type of Transaction:</b>   | G2C – Government to Client; OR<br>G2G – Government to Government |   |                        |                           |
| <b>Who may avail:</b>   | All previous applicants, Other UP offices/units                  |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b>                      |                        |                           |
| 1. Submitted request form (Google Form)   |  | Person/UP office or unit making the request |                        |                           |
| 2. Proof of Payment   |  | Bank  |                        |                           |
| 3. UP ID or Government-issued ID  |  | UP unit/ Government agency                  |                        |                           |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                      | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Access the Google Form for the UPG Request at <a href="https://bit.ly/upgrequest">https://bit.ly/upgrequest</a> and read instructions prior to filling out the information needed; OR personally visit the office to request | Review information of client                                     | None  | 5 to 10 minutes        | Client                    |
| 2. Download billing statement from the Google Form and print (to be presented at Cashier's office)  | Have the billing statement available                             | None  | 2 minutes              | Client                    |

|  |                                       |  |  |   |
|--|---------------------------------------|--|--|---|
| <p>3. Pay the processing fee at the UP System Cashier's Office</p>   | <p>Verify proof of payment</p>        | <p>Per individual score sheet requested - PHP50</p> <p>UPCAT data requests from UP faculty, colleges or institutes are not charged</p> | <p>15 to 20 minutes</p>                        | <p>Bank</p>                               |
| <p>4. Re-visit the UPG Request Google Form to fill out and submit information needed</p>   | <p>Review details submitted</p>       | <p>None</p>  | <p>5 to 10 minutes</p>                         | <p>Client, Office of Admissions staff</p> |
| <p>5. Claim the requested printed document at the office by presenting the ff documents:</p> <ul style="list-style-type: none"> <li>- Proof of payment</li> <li>- UP ID or government-issued ID</li> <li>- Authorization letter (if Authorized representative will claim)</li> </ul> | <p>Release the UPG requested data</p> | <p>None</p>  | <p>15 to 20 minutes; or depending on queue</p> | <p>Client, Office of Admissions staff</p> |

## C. UPCAT Data Requests

The Office of Admissions receives many requests all year round for UPCAT data. These requests may be from current UPCAT examinees, or previous UPCAT examinees who wish to know their UPCAT scores. Data requests can also come from public or private high schools who wish to know the performance of their students in the UPCAT, or from researchers from various sectors and universities. All data requests require a signed Limited Use and Release Form and are released in compliance with the Data Privacy Act of 2012 (RA10173).

|  |  |  |                        |  |
|--|--|--|------------------------|--|
| <b>Office or Unit:</b>   | UP Office of Admissions  |  |                        |  |
| <b>Classification:</b>   | Simple to Highly Technical                                       |  |                        |  |
| <b>Type of Transaction:</b>  | G2C – Government to Client; OR<br>G2G – Government to Government |  |                        |  |
| <b>Who may avail:</b>  | All  |  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                   |                        |  |
| 1. Written letter of request indicating the data being requested, the format of the data, time period covered, mode of release of data                   |  | Person/Agency/Institution making request |                        |  |
| 2. Signed Limited Use and Release Form (LURF), indicating agreement to the terms of the data release, including ownership and limitations in use of data |  | Office of Admissions                     |                        |  |
| 3. Proof of payment  |  | Bank                                     |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                   | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                                    |
| 1. Write letter of request addressed to the OA Director  | Receive letter and review request;                               | None                                     | 2 to 3 days            | OA Director or staff from Test Development and Research Unit |

|                       |   |      |            |   |
|-----------------------|---|------|------------|---|
| 2. Read and sign LURF | If request is approved, prepare LURF and send to client | None | 10 minutes | OA Director, OA Test Development and Research staff |
|-----------------------|---|------|------------|---|

|                                    |  |  |                         |   |
|------------------------------------|--|--|-------------------------|---|
| <p>3. Pay for the data request</p> |  | <p>Data Request fees:<br/> Type of list per year (of UPCAT results) – PHP750;<br/> UPCAT data Per table generated per UPCAT year (tabulated using SPSS) - PHP500<br/> UPCAT data requests from UP faculty, colleges or institutes, and/or students <u>conducting research</u> are not charged (1195<sup>th</sup> BOR meeting approval, 2005)</p> | <p>15 to 20 minutes</p> | <p>Cashier's Office staff, OA staff</p> |
|------------------------------------|--|--|-------------------------|---|

|  |                                       |                                     |  |  |
|--|---------------------------------------|-------------------------------------|--|--|
| 4. Wait for an email from the office stating the request is ready for claiming | Process and prepare the data requests | None                                | 3 to 5 days, depending on amount of data requested |  |
| 5. Claim data request  | Release data requested                | None                                | 15 to 20 minutes                                   | OA Test Development and Research Staff |
| <b>Total</b>   |                                       | Depends on the type of data request |  |  |

**UPCAT Data Requests are covered by RA10173.**