



UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY

Office of the University Registrar



ENROLLMENT GUIDELINES FOR OFFSHORE STUDENTS Second Semester 2007-08

- 1) Assessment form with recommended courses for Second Semester 2007-2008 will be emailed to you by the Office of the University Registrar. Note for continuing students: The recommended courses are not final. Should there be no changes in the courses, you may now pay your fees. However, should there be correction, addition or cancellation of course/s, email Lee Lopez for re-assessment either at ilsuccess@yahoo.com or etlopez_upou@yahoo.com.ph.

If you're not sure which course/s to enroll, seek academic advice from your Faculty Office. Remember to always refer to the list of course offerings and your curriculum.

Following are the respective email addresses of the Faculty Offices: fed@upou.net, fics@upou.net and fmds@upou.net.

- 2) Fees can be paid through any of the following options:

- a) Any PNB branch (or remittance center) nearest you following the usual procedure of bank payment (see detailed instruction below). Or you may also authorize somebody here in the Philippines to pay on your behalf.

Payment Procedure:

- i) Go to the nearest Philippine National Bank (PNB) Branch and ask for an Inter- Office Savings/Checking Account Deposit Slip.
 - ii) Fill up three (3) deposit slips completely and legibly.
 - iii) *Depository Office: PNB-UP Los Baños Branch*
 - iv) *Credited to Account No.: 446-704081-8 (US\$ deposit) or 075-800050-8 (PhP deposit)*
 - v) *Account name: UPOU Revolving Fund*
 - vi) Print your name, purpose of payment (i.e. **REGISTRATION for SS 2007-2008**) and **your program** at the bottom part of the slip.
 - vii) Obtain two copies of the bank validated deposited slip of the required fee.
- b) **Credit Card following the Mail-Order Telephone-Order (MOTO) mode of payment.** A 4.75% bank transaction cost will be charge to you. The form for this type of payment can be downloaded from the UPOU website (<http://www.upou.org/downloads/cca.pdf>). This form CANNOT be submitted electronically. Fax or email the accomplished form to us so we can process your enrollment.
- 3) **Fax, email or send through mail the proof of payment (deposit slip, remittance receipt or credit card payment form) and the accomplished FORM 5 for offshore students (Telefax: 6349 536-6012).**

Since tuition fee does not include cost of shipping of learning packages and exam materials, you will be billed separately.

- 4) **Your registration is confirmed once we acknowledge receipt of Form 5 and proof of payment.**

5) **Regarding Instructional Materials, please take note of the following options:**

- a. Digital form (pdf format) which will be made available to you online. Under this option, you will be billed of the shipment cost for the exam materials only. **(Please take note though that not all materials are available in this form).**
- b. Print forms which can be made available to you through:
 - Direct mailing. Under this option, you will be billed of the actual cost of shipment of your instructional and exam materials.
 - Have your duly authorized representative pick-up your Instructional Materials from any UPOU Learning Centers (please check <http://www.upou.org/administration/lc.htm> complete listing) and she/he will do the mailing. Under this option, you will be billed the cost of shipment of exam materials only.
- c. Fill up **OASIS DIRECT MAILING form and submit together with your FORM 5 and proof of payment.**

Additional reminders:

You may view the **Course Offerings for Second Semester 2007-08** at the UPOU website.

For questions or concerns: **Lee Lopez can also be reached at (6349) 536-6001 to 6006 loc 441 during office hours or through mobile number +639157869812.**

IMPORTANT DATES (SECOND SEMESTER 2007- 08)

Registration for continuing students	September 17-29, 2007
Registration for new student	Sept. 24 – Oct 7, 2007
Pick up date of modules at the LC for continuing students	October 27, 2007
General Orientation and Pick up date of modules at the LC for new students	October 27, 2007
First Study Session	November 24, 2007

For other schedule of activities, please refer to the **UPOU Academic Calendar for SY 2007-08.**