

**College of Education
University of the Philippines**

**Step-by-Step Guide: Submission of Application for Readmission
(Midyear 2020 and 1st Semester 2020-2021)**

General reminders:

Readmission	Old Deadline	New Deadline
Last day of application from AWOL/LOA for: <ul style="list-style-type: none">• Midyear 2020• First Semester 2020-2021	March 23	May 18, 2020
	April 20	

1. A student has two options for submission: online mode and manual mode (courier/delivery service or submit documents personally).
2. The checklist of requirements and Program of Study are already uploaded in the College website: <https://educ.upd.edu.ph/resources/>.
3. **Please submit ALL the necessary documents as incomplete submissions will not be processed.**

Instructions for Online Submission:

The student must do the following:

1. Download checklist of requirements (<https://educ.upd.edu.ph/wp-content/uploads/2020/04/Checklist-for-application-for-readmission-for-May-2020.pdf>) and Program of Study (POS) [<https://bit.ly/upcedmaedpos> (MAEd) and <https://bit.ly/upcedphdpos> (PhD)].
2. Write a letter of appeal and affix his/her signature.
3. Print his/her grades from CRS or save screenshot of grades in a Word file
4. Accomplish/fill-out the forms (checklist of requirements and POS). Make sure that information in the documents are true and correct.
5. Accomplish the online submission form for Readmission from LOA/AWOL. Please use your UP email address (@up.edu.ph) when submitting your application.

Click this link: https://bit.ly/Readmission_Awol_Loa

Upload the necessary documents. Make sure that documents are complete to avoid delay in the processing and evaluation of the application.

Instructions for Manual Submission:

The student must do the following:

1. Download checklist of requirements (<https://educ.upd.edu.ph/wp-content/uploads/2020/04/Checklist-for-application-for-readmission-for-May-2020.pdf>) and Program of Study (POS) [<https://bit.ly/upcedmaedpos> (MAEd), <https://bit.ly/upcedphdpos> (PhD)].
2. Write a letter of appeal and affix his/her signature.

3. Print his/her grades from CRS or save screenshot of grades in a Word file
4. Accomplish/fill-out the forms (checklist of requirements and POS). Make sure that information in the documents are true and correct. Make sure that documents to be submitted are complete to avoid delay in the processing and evaluation of application.
5. Submit all documents to the Office of the College Secretary through drop box mechanism at the Office or through courier/delivery service.
6. The OSec will prepare the documents and will ask the Program Adviser and concerned Division Chair to sign all documents.

For Program Advisers:

1. The Office of the College Secretary will email the soft copy of the documents (appeals submitted online) to the Program Adviser. If documents are submitted manually, the OSec will prepare the hardcopy of the documents and inform the Program Adviser when these are ready for review.
2. Please check if the documents submitted by the student are complete. Make sure that letter of appeal specifies the period (Midyear 2020 or First Semester 2020-2021) being applied for. Documents may be returned to the students if there is a need to revise the letter or supporting documents.
3. For online submissions, please accomplish the Online Endorsement Form (for Adviser). The link will be emailed by a staff from the Office of the College Secretary. Please use your UP email address (@up.edu.ph) when accomplishing the form. For manual submissions, please affix your signature on the documents.

For Division Chairs:

1. Once the adviser endorses the appeal, the Office of the College Secretary will email the soft copy of the documents (appeals submitted online) to the Division Chair. If documents are submitted manually, the OSec will prepare the hardcopy of the documents and inform the Division Chair when these are ready for review.
2. For online submissions, please accomplish the Online Endorsement Form (for Division Chair). The link will be emailed by a staff from the Office of the College Secretary. Please use UP email address (@up.edu.ph) when accomplishing the form. For manual submissions, please affix your signature on the documents.

For more information, visit the College website: <https://educ.upd.edu.ph/resources/>

For inquiries, send them to the **Office of the College Secretary:** educosec.updiliman@up.edu.ph

For UP mail-related concerns, email **UP Information Technology Development Center:** helpdesk@up.edu.ph

**Office of the College Secretary
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