



Pontifical and Royal
UNIVERSITY OF SANTO TOMAS
The Catholic University of the Philippines

APPLICATION PROCEDURE

1. Applicants are advised to apply online (ofad.ust.edu.ph).
2. After accomplishing the Application and Grades Form, with the reference number found on the upper right hand corner, for Metro Manila applicants proceed to any Metrobank branch to pay the non-refundable application fee. For provincial applicants, please pay at the nearest Provincial Testing Center.
3. Request the Registrar's Office of your school to accomplish the High School Grades Form. Make sure that the school principal or registrar signs the High School Grades Form.
4. Forward the following documents to OFAD personally or through any courier service (e.g. LBC, UPS, FedEx, DHL, etc.):
 - 4.1 Accomplished Application and Grades Form together with the Information Survey
 - 4.2 UST copy of your test permit with one (1) 2" x 2" picture (with name and signature at the back) identical to the picture stapled to the Applicant's copy
 - 4.3 Clear Photocopy of:
 - NSO Birth Certificate
 - School ID
 - Metrobank deposit slip (do not send original copy)
5. For Metro Manila applicants, print your test permit three (3) working days after paying the non-refundable application fee at any Metrobank branch. For provincial and International applicants, please claim your temporary test permit from the testing center.

GENERAL GUIDELINES

1. Only candidates for high school graduation of the current school year are qualified to take the UST Entrance Test (USTET).
 2. The following applicants must secure clearance from the UST Office of the Registrar before submitting their Application and Grades Form:
 - 2.1 Passers of the Philippine Educational Placement Test (PEPT) and the Non-Formal Education Accreditation and Equivalency (NFEA&E)
 - 2.2 Students who are graduates of previous school years
 - 2.3 Candidates for graduation from foreign schools
 - 2.4 Foreigners graduating from local schools
- (Please bring original academic records, certification for passing PEPT/NFEA&E and alien certificate of registration papers or passport, when applicable)

Reference No.: 20150000137678

Official Receipt Number

Applicant Number

APPLICATION FORM

*Please use ballpen and write in block letters only

<input type="text" value="JOSE"/>		<input type="text"/>	<input type="text" value="F"/>
Last Name		Auxiliary Name (e.g. Jr., II, etc.) Gender	
<input type="text" value="BEATRIZ MARIE"/>		<input type="text" value="5708627"/>	
Given Name		Landline Number	
<input type="text" value="DECENA"/>		<input type="text"/>	
Middle Name		Mobile Number	
<input type="text" value="03 / 12 / 1998"/>	<input type="text" value="FILIPINO"/>	<input type="text" value="hakyeon98@gmail.com"/>	
Date of Birth (MM/DD/YYYY)	Citizenship	E-mail Address	
<input type="text" value="86 M.H. DEL PILAR ST. BRGY. STO TOMAS PASIG CITY"/>		<input type="text" value="1600"/>	
Permanent Mailing Address		Zip Code	

<input type="text" value="SACRED HEART ACADEMY - PASIG"/>		<input type="text" value="2015"/>
Name of Present High School (Do not abbreviate)		Year of Graduation
<input type="text" value="M. SUAREZ AVE., MAYBUNGA, CITY OF PASIG, NCR - 2ND DISTRICT"/>		<input type="text" value="1607"/>
Address of High School		Zip Code
<input type="text" value="6412264"/>	<input type="text" value="NATIONAL CAPITAL REGION"/>	<input type="text" value="PRIVATE SCHOOLS"/>
Contact Number	Region	School Type (e.g. Public, Private, etc.)

PRIORITY PROGRAM (College / Faculty / Institute and Program)	ALTERNATIVE PROGRAM (College / Faculty / Institute and Program)
<input type="text" value="BACHELOR OF LIBRARY & INFORMATION SCIENCE - COLLEGE OF EDUCATION"/>	<input type="text" value="FOOD TECHNOLOGY - COLLEGE OF EDUCATION"/>
Note: 1. Whatever program you have specified in your application form can no longer be changed or altered. 2. College of Tourism and Hospitality Management programs cannot be chosen as an Alternative program.	

HIGH SCHOOL GRADES FORM

	ENGLISH	MATH	SCIENCE	SCHOOL NAME
1st YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: General weighted average is required for all subject grades.

GRADE DETAILS GUIDELINES

1. Only the School Registrar or Principal may certify the High School Grades Form.
 2. Compute for the average of all interrelated subjects taken up within the same school year.
e.g. [Earth Science (85.00) + Science and Technology (87.00)] / 2 = Science grade (86.00)
 3. Record the final average grade for each year level in English, Mathematics and Science in the appropriate boxes.
 4. State the grades in standard quantitative equivalent.
e.g. 85.00, 88.50
 5. Affix the school seal for validation. In the absence of a school seal, please attach clear photocopy of Form 137A (Transcript of Records).
- A portion of your USTET result is made up of your high school grades. Therefore, Grade Details with incomplete information will not be recorded.



Checker _____ Encoder _____

School Seal
(Not valid without school seal)

Certified by:

Principal/Registrar
(Signature over printed name)

INFORMATION SURVEY

Below are some survey questions. Please answer them as truthfully as you can by placing a check mark. Your response to these questions will help us a lot in our decision making activities.

1. Do you have family members who are graduates of or are currently enrolled in UST?

Name	Relationship	College/Course	Batch	Contact No.
MINERVA	MOTHER	COLLEGE OF COMMERCE	1987	5708627

2. How did you learn about UST?

<input checked="" type="checkbox"/> Trimedia (Print, Broadcast, Online)	<input type="checkbox"/> Teachers
<input checked="" type="checkbox"/> Family	<input type="checkbox"/> Guidance Counselors
<input type="checkbox"/> Friends	<input type="checkbox"/> School Career Orientations
<input type="checkbox"/> Others (Please specify): _____	

3. Are you a school varsity player?

☐ Yes (proceed to no. 4)

☒ No (proceed to no. 5)

4. What is your sport? _____

5. Are you planning to pursue a graduate program after finishing your bachelor's degree?

☐ Yes (proceed to no. 6)

☒ No (proceed to no. 7)

6. Which of the following programs are you planning to pursue after college?

☐ Civil Law

☐ Medicine

☐ Graduate School, please specify: _____

7. What is your declared Monthly Family Income (Php)? Please check.

<input type="checkbox"/> Below 10,000	<input type="checkbox"/> 60,001-70,000
<input type="checkbox"/> 10,001-20,000	<input type="checkbox"/> 70,001-80,000
<input type="checkbox"/> 20,001-30,000	<input checked="" type="checkbox"/> 80,001-90,000
<input type="checkbox"/> 30,001-40,000	<input type="checkbox"/> 90,001-100,000
<input type="checkbox"/> 40,001-50,000	<input type="checkbox"/> 100,001 and Above
<input type="checkbox"/> 50,001-60,000	

8. Will you need financial assistance?

☐ Yes

☒ No

9. Are you a member of any cultural, civic, or church organizations?

☐ Yes (proceed to no. 10)

☒ No (proceed to no. 11)

10. What is the name of the organization? _____

11. Are you a member of any fraternity/sorority?

☐ Yes (proceed to no. 12)

☒ No (proceed to no. 13)

12. What is the name of the fraternity/sorority? _____

13. Have you applied or are you planning to apply in other schools?

☒ Yes (proceed to no. 14)

☐ No (proceed to no. 15)

14. Please write the name of the school and the programs applied for.

School	Program
PUP	Library Science
ST SCHOLASTICA	Nutrition and Dietetics

15. Are your parents/siblings or other relatives currently employed at UST?

☐ Yes (proceed to no. 16)

☒ No (proceed to no. 17)

16. Please write the name, department and position in UST.

Name	Relationship	Department	Position

17. If there will be new UST campuses outside Manila, are you willing to enrol in these campuses?

☐ Yes (proceed to nos. 18, 19 and 20)

☒ No (proceed to no. 21)

18. Which campus is more accessible to you?

☐ UST, Sta. Rosa (Laguna)

☐ UST, General Santos City (South Cotabato)

19. What degree program do you plan to take if you enroll in a UST Campus outside Manila?

20. Would you be willing to stay in the student dormitory located inside the new UST Campus outside Manila?

☐ Yes

☒ No

21. If you passed the USTET but will not enroll in UST, what could be a possible reason?

☒ Other school preference

☒ Financial

☒ Others, please specify: travelling time, distance and

I certify that:

- I have not withheld any information that might affect my admission.
- I have not been admitted to and/or debarred from any other school.
- My final admission will also depend on the submission of my official documents and the grades.
- All information in this Application and Grades Form are complete and correct to the best of my knowledge and belief.

I authorize the Office for Admissions (OFAD) of the University of Santo Tomas to verify all data that I have provided.

Signature Date

IMPORTANT REMINDERS

- To Avoid problems in the release of your USTET results, please forward the complete set of documents to the Office for Admissions (OFAD) personally or through any courier service.
- Metro Manila applicants are strongly advised to deposit their non-refundable application fee in cash at any Metrobank branch, or online at <http://www.metrobankdirect.com>. Payments will not be accepted at the Office for Admissions (OFAD).
- Please take note of the USTET schedules and their corresponding deadlines for the payment of the non-refundable application fee and submission of documents (For Metro Manila applicants only):

USTET SCHEDULE

August 24, 2014
September 28, 2014
December 7, 2014

Deadline of Payment and Submission of Documents

August 16, 2014
September 20, 2014
November 29, 2014

Provincial / International Testing Centers

Applicants who wish to take the USTET in their provinces should submit the accomplished Application and Grades Form and payment to the nearest testing center.

4. The following are grounds for forfeiture of the right to enrol or debarment in the succeeding semester if discovered in the current semester.

- Misrepresentation of information entered in the Application and Grades Form / Information Survey
- Misrepresentation during the examination
- Any violation of the instructions given.

5. Visit the OFAD website (ofad.ust.edu.ph) and activity log in your Freshmen Admission Account every Friday for any announcement.