



# University of the Philippines Diliman

## International Student Exchange Program Information Sheet

### I. General Information

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## II. University and Academic Information

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### University of the Philippines (UP)

The **University of the Philippines (UP)** 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.

### University of the Philippines Diliman (UPD)

The **University of the Philippines Diliman (UPD)** 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.

### Academic Calendar

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

<b>First Semester:</b>	September to January
<b>Second Semester:</b>	February to May
<b>Midyear Term:</b>	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.

### Academic Programs

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:

#### [Academic Clusters](#)

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

#### [Undergraduate Programs](#) [Graduate and Post Graduate Programs](#)



## Course Registration

**Undergraduate** 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.

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

## Credit Units

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.

## Offered Courses

**General Education** 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.

The list of General Education courses can be accessed through:

### [List of GE Courses](#)

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

### **Filipino Courses**

UPD offers Filipino 3 and Filipino 4 (*Introductory Filipino Course for Foreigners*) and are **strongly recommended** 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:

### [Course Catalog](#) [Academic Catalogue](#)

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:

### [Guide for Abbreviations and Symbols](#)

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

## Language of Instruction

English is the general language of instruction in UP Diliman, but **some courses may be taught in Filipino, or in both English and Filipino.**



## University Activities

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

***Pagsalubong: OIL Diliman Orientation for International Inbound Students (every semester; Monday of Registration Week)*** Students are advised to arrive one week before the orientation schedule. The orientation includes tips and lectures on the university life and culture. Important university offices and units are introduced to the students such as the Office of Student Affairs and University Health Service.

### **University Welcome Assembly (every 1st semester, September)**

It features a welcome ceremony for the freshmen and new students including the international exchange students. During the assembly, each participating country in the exchange program is acknowledged.

### ***Suroy-Aral: Cultural Trips (every semester)***

OIL Diliman organizes cultural and exposure trips within and outside Metro Manila for the international exchange students. Previous trips include museum visits, and trips to beaches and resorts where various activities are prepared for the students.

### ***Kalinangan: International Students' Day (every semester); Study Abroad Week (March)***

OIL Diliman organizes a day to feature cultural presentations, fairs and activities that promotes cultural exchange and promote the international community to the local community. The Study Abroad Week is a week-long event full of talks and information session promoting various study abroad opportunities to the university.

### **Alternative Classroom Learning Experience (ACLE) (every semester)**

Academic freedom is one of UP's virtue. Spearheaded by the University Student Council and student organizations in the university, ACLE is a half day university event which features various talks, fora, academic discussions, workshops and activities which promotes academic development and freedom beyond the four walls of a classroom.

### **University Athletics Association of the Philippines (UAAP) Games**

The university competes in various sporting activities in the UAAP. Students may attend different games and culminating activities such as the Cheerdance Competition. Schedules of each game of each sport varies every UAAP season.

### **Lantern Parade (every December)**

The Lantern Parade is the university Christmas celebration. It features different and colourful lanterns or floats from every college or unit in the university. It is celebrated every December, after the first semester's final examinations.

### **UP Fair (every February)**

UP Fair is held annually every second week of February. It is a week-long event organized by the University Student Council which features a series of concerts from local bands and artists. It also includes different food booths and carnival rides.



### 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:

UP Grade	Adjectival Equivalent	Percentage	Letter Grade	Grade Point
1	Excellent	97-100	A	4
1.25		94.25	A-	3.625
1.5	Very Good	91.5	B+	3.25
1.75		88.75	B	2.875
2	Good	86	B-	2.5
2.25		83.25	C+	2.125
2.5	Satisfactory	80.5	C	1.75
2.75		77.75	C-	1.375
3	Pass	75	D	1
4	Conditional			
5	Fail	Fail	F	0
INC	Incomplete			
DRP	Drop			

#### UP System Academic Credit Transfer System (UP ACTS)

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:

Nation/Region	Proposed Credit conversion with 1 AAC credit	Equivalency in student workload	Teaching/Contact Hours
Asia (AACs)	1 AAC credit	38 to 48 hours	13 to 16 hours
The United States	1 credit	45 hours	15 hours
Europe and neighboring countries	1.5 ECTS points	37.5 to 48 hours	-
England, UK (CATS)	3.0 CATS points	1 ECTS = 2 CATS points (however, 1 CATS = 10 hours)	-
Latin America (CLAR)	1.5 CLAR credits	37.5 to 48 hours	-
Middle East (ANQAHE)	1 credit	45 hours	-

#### Transcripts

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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### Climate and Weather

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 rainfall and humid weather.

### Accommodation

#### On-campus Dormitories for International Students

##### Acacia Residence Hall

Capacity: Three (3) persons per room

Lodging: Php 3,000 per month

Electricity: Php 500 per month (Estimated depending on the electricity usage)

Amenities: Bed w/ foam, tables and chairs

##### Centennial Residence Hall

Capacity: Four (4) to six (6) persons per room

Lodging: Php 1,500 per month

Electricity: Php 500 per month (Estimated depending on electricity usage)

Amenities: Bed w/ foam, tables, chairs, cabinets

The students will be assigned to a residence hall depending on the vacant dorm rooms available to international students given by the Office of Student Housing.

Fees exclude laundry and food services. Students have to pay Php 100 for drinking water fee. Upon check-in, students should provide their own cabinets, bed covers, pillows and fans. Students have to pay for two months advance at the start of the semester plus other association fees.

**The dormitories are non-smoking facilities and cooking is not allowed.**

#### Off-campus Housing

There are several student housings within and around the university. Apartments and condominiums are available along Katipunan Avenue. Students who prefer to stay off-campus have the discretion to look for their own accommodation. **Once settled, students must inform the office the name and address of their accommodation.**



## **Estimated Living Expenses**

### **Food**

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.

### **Transportation**

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/Pantranco, and SM North (Green roof) go out the campus towards Philcoa, MRT, and SM North.  
Cost: Php 10 per ride

There is a Point-to-Point (P2P) bus service available at the UP Town Center going to Makati and back which costs PhP 80 for students and PhP 100 for regular per ride.



## V. Nomination and Application Process

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### Nomination

The host university should nominate the students through the nomination form: [Study in UPD Nomination Form](#).

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

### Requirements

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*)

**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 that each required form is signed.

### Submission of Requirements

Requirements should be submitted on or before the deadline.

Expect an email response from the coordinator confirming the receipt of the nominee's application documents. The coordinator will also specify if there are any corrections or revisions that need to be made by the nominee on any of the submitted documents.

Requirements should be submitted through the Inbound Student Mobility Coordinator via [oid\\_inbound.upd@up.edu.ph](mailto:oid_inbound.upd@up.edu.ph).

### Deadlines

Deadlines of nomination and application vary per semester as below:

First Semester:

Nomination: **April 15**

Application: **April 30**

Second Semester:

Nomination: **September 15**

Application: **September 30**

The Health Service Form can be submitted a month (30 days) after the application deadline.

### Acceptance Letter

The office will assess the submitted requirements and to be forwarded to the Office of the University Registrar for the issuance of the acceptance letters.

### Arrival and Accommodation

Students should fill up the arrival information and accommodation forms. Forms and information will be sent together with the acceptance letter.





<b>Number of Students</b>	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.
<b>Duration of Exchange</b>	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.
<b>GPA Requirement</b>	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.
<b>Language Proficiency</b>	<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

### Eligible International Students (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:

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

### Requirements

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:

ITEM	COST FOR 30 DAYS (Php)
Food	18,000.00 (200 php per meal)
Dormitory fees (single occupancy)	9,000.00
Supplies (Toiletries, Masks, Disinfectants)	10,000.00
Local Transport	3,000.00
Internet Fees	1,500.00
<b>TOTAL</b>	<b>32,000.00</b>

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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### Special Non-Immigrant Visa or 47(a)(2)

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.

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

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

### Special Study Permit (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. **However, SSP is only a permit and not a visa, hence the students are required to renew their tourist visa every two (2) months at the nearest Bureau of Immigration satellite office.**

Requirements include their passport and application fee which includes the SSP and AI-card. The official receipt will be provided once the Bureau of Immigration has released it. Students will be contacted once their visas are available or if there are issues.

This permit is for students staying for **only 1 semester**.

