

## Guidelines for UPCAT Application

1. Get UPCAT application form from the HS Counseling Office.
2. Fill out Form 1 (UPCAT Application For Freshman Admission). Do not leave any item blank. Make sure that you affix your signature and your parent's signature at the back of the form.
3. Fill out Form 2 (Secondary School Record). Make sure that you have filled out all necessary information (name of student, name of school, and other school information). Leave Form 2 together with the 4 pcs. recent and identical 2x2 photos to Ms. Vivian, the School Counseling Office Secretary. Do not forget to write your full name at the back of your photos.
4. Pay the UPCAT application fee of P450.00 thru:
  - Any Landbank branch, Account No: 1462-2220-13
  - Any Philippine National Bank branch, Account No: 393496000021
  - Fees shall be payable to UPCAT
  - Accomplish 3 deposit slips and have all three validated. Attach 1 validated deposit slip to your application.
  - PNB and Landbank will charge P25.00 service fee for every application
5. Place all your requirements (UPCAT Forms 1 and 2, 4 pcs. 2x2 photos, and Validated deposit slip in one long brown envelope. All envelopes must be labelled with your name (Last name, First name, Middle initial) and the complete name of school. Use Times New Roman font, size 20, Bold

Example:     **Dela Cruz, Jonathan R.**

### **De La Salle Santiago Zobel School**

6. For those who would like the school representative to submit the application forms for them, please take note of the deadlines for batch submission below:  
First Batch:
  - May 13-** Submit all requirements to your Counselor
  - May 24-** First batch submission to UP DilimanSecond Batch:
  - June 3-** Submit all requirements to your Counselor
  - June 8-** Second batch submission to UP Diliman
7. Date of Examination: August 6 & 7, 2011