



UNIVERSITY OF ASIA AND THE PACIFIC

PUBLIC AND INTERNATIONAL AFFAIRS

INTRODUCTION

Thank you for your interest in applying as an exchange student at the University of Asia and the Pacific!

HOW TO APPLY

To be able to study in the University of Asia and the Pacific as an exchange student, you need to submit a completed application form, and provide supporting documentation.

Please complete the form attached by typing, or by writing legibly using black or blue ink and in BLOCK letters. Please make sure that the information you provide is clear and easy to read as it will help us process your application as soon as possible.

It is strongly recommended that you keep a copy of your application alongside with details of when it was submitted and to whom it was addressed.

Deadlines

- 1st semester: 10 April nomination, 10 May application
- 2nd semester: 18 Sept. nomination, 18 Oct. application

SUPPORTING DOCUMENTS

In addition to the information required on the application form you also need, where possible, to send copies of the following documents with your application:

- Certified image copy of your transcript of grades
- Signed endorsement from your home institution's International affairs office or any unit that handles the international exchange program
- Medical certificate from your home institution's medical services department stating that you are physically and psychologically fit to study as an international exchange student in a foreign university
- Certified image copy of your passport
- Certified image copy of your birth certificate

NOTES TO HELP YOU COMPLETE YOUR APPLICATION

Semester start dates

- The first semester runs from the first week of August to early December.
- The second semester runs from the second week of January to early May.

English language ability

- Applicants whose first language is not English must provide a copy of their English language proficiency test. Minimum scores are:
- IELTS: 6.0
- TOEFL: 500 (PBT); 62 (iBT)

WHERE TO SEND YOUR APPLICATION FORM

Kindly submit these documents to the international office of your home institution. The said office will, in turn, email softcopies of these documents to the Public and International Affairs (PIA) office of the UA&P. Please take with you the original documents when you depart for the Philippines.

The PIA email address is: pia@uap.asia

Should you be asked to mail documents to the PIA, the address is:

Ms. Franchesca Bringer
Public and International Affairs Office
2nd floor Administration and Library Building (ALB)
University of Asia and the Pacific,
Pearl Drive, Ortigas Center,
Pasig City, 1605 Philippines

APPROVAL OF APPLICATION & INSURANCE

We will send you an official communication whether or not your application is approved. This communication will be sent to the coordinator of the international exchange program of your institution.

If your application is approved, you will be required to submit proof of medical insurance that covers the Philippines. The insurance must cover all medical expenses you may incur during your stay in the Philippines. We refer all international exchange students to the Medical City Hospital near our university (www.themedicalcity.com).

STUDENT VISA

Additional documents will be required from you once you apply for a Special Study Permit or Student Visa at the Philippines Bureau of Immigration. Soon after your arrival, the Center for Student Affairs (CSA) of the UA&P shall assist you in securing the permit or visa. Please visit the bureau's website for more details (www.immigration.gov.ph).

ACCOMMODATION

The University does not operate its own housing. Nevertheless, the Center for Student Affairs (CSA) can assist you in renting accommodation near the campus. Accommodations range from single rooms, studios, and condominiums that can be occupied singly or shared with other UA&P students of the same sex.

INQUIRIES ABOUT YOUR APPLICATION

For inquiries, please coordinate with your home institution's International Affairs Office or any unit that handles the international exchange program. It is our policy to coordinate only with authorized representatives from your home institution.



UNIVERSITY OF ASIA AND THE PACIFIC
PUBLIC AND INTERNATIONAL AFFAIRS

Application No.
<i>For office use only</i>

APPLICANT INFORMATION (PLEASE USE BLOCK LETTERS)

Last Name					Please paste recent 2x2 Photo
First Name					
Middle Name					
Date of Birth (dd/mm/yy)		Sex	M <input type="checkbox"/>	F <input type="checkbox"/>	
Permanent Address					
City					
Country		ZIP Code			
Phone No. (1)	(+)	Phone No. (2)	(+)		
E-mail		Mobile No.			
Country of Birth		Nationality (indicated on passport)		Passport No.	
Date issued (dd/mm/yy)		Expiration date (dd/mm/yy)			
Person to contact in case of emergency					
Phone No.	(+)	Mobile No.	(+)	E-mail	

ACADEMIC QUALIFICATIONS

Home institution				
Degree program currently enrolled in				
Name of coordinator in Home institution				
Address				
Phone No.	(+)	E-mail Address		
Highest possible grade/rating a student can receive in your institution		Lowest possible grade/rating a student can receive in your institution		
Cut-off rating or passing grade in your home institution		Your cumulative grade point average (GPA)		

Awards Received

Award	Institution	Date Received

ENGLISH LANGUAGE PROFICIENCY									
Is English your first language?	YES <input type="checkbox"/> NO <input type="checkbox"/>				First language				
Test provider (IELTS/TOEFL, etc.)				Date of qualification				Overall score	
Reading score			Writing score			Speaking score			Listening score

DETAILS OF YOUR PROPOSED PROGRAM OF STUDY	
Semester to enroll in UA&P	<input type="checkbox"/> First (August to December) <input type="checkbox"/> Second (January to May)
Degree program to enroll in UA&P	<input type="checkbox"/> Bachelors/ Undergraduate <input type="checkbox"/> Masters/Postgraduate
List of Subjects to be Taken	

DISABILITIES AND SUPPORT NEEDS	
Do you have a disability that you would like us to know about?	NO <input type="checkbox"/> YES <input type="checkbox"/>
If YES, please explain the condition and indicate the support required in the space below. If needed, you may also attach a letter from a medical professional.	

DECLARATION

I wish to be accepted as an international exchange student of the University of Asia and the Pacific (UA&P).

I declare that the above information is true to the best of my knowledge. I understand that UA&P reserves the right to reject my application without any need for explanation. I am also authorizing UA&P to verify these pieces of information with the appropriate agency/institution in my home country. I am also authorizing the University to give my information to the Philippine's Bureau of Immigration and Deportations, should I enroll in UA&P.

I shall faithfully fulfill all my legal obligations before I leave my home country and once I travel to the Philippines. I shall comply with the laws of the Philippines as a visitor and will respect the culture and ideals of its people. I shall also comply with the rules and regulations of UA&P.

Signature over
printed name

Date