



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 May nomination
31 May application
- 2nd semester: 18 October nomination
06 November application

SUPPORTING DOCUMENTS

In addition to the information required on the application form you also need, where possible, to send *English-translated* 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
- Statement of purpose
- Two (2) Recommendation Forms
- Proof of Financial Standing (e.g. latest bank statement of the applicant/ your supporting family members)

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 Office of the Public and International Affairs (PIA) of 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 us, 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

We will send you an official communication whether your application is approved or not. 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. The Registrar's Office of UA&P shall assist you in securing the permit or visa once you arrive. Please visit the agency's website for more details (www.immigration.gov.ph).



NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

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:
 - TOEFL: 500 (PBT); 62 (iBT)
 - IELTS: 6.0
 - Cambridge English: Advanced (CAE):169
 - Pearson Test of English: 58
 - DAAD: C1 Certification

Subjects/ Course Offerings

- The minimum load that exchange students can take is 3 subjects (equivalent to 9 units), while the maximum is 6 subjects (equivalent to 18 units).
- In the form, you may list up to 10 subjects in case the subject you signed up for gets dissolved.
- Please note that the subjects you are signing for are subject for approval.

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.



Application No.

For office use only

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		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		
Your cumulative grade point average (GPA)					
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 PROFFICIENCY

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 July)
Degree program to enroll in UA&P	<input type="checkbox"/> Bachelors/ Undergraduate <input type="checkbox"/> Masters/Postgraduate

List of Subjects to be Taken (Subject for approval)

DISABILITIES AND SUPPORT NEEDS

Do you consider yourself to have a disability?	NO <input type="checkbox"/> YES <input type="checkbox"/>
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If yes, please attach a letter explaining the disability/ condition and indicate the support required.

STATEMENT OF PURPOSE

Indicate why you want to enroll as an exchange student in UA&P. You may also use this space to elaborate on your application.

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 written pieces of information are 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



RECOMMENDATION FORM 1

APPLICANT'S DETAILS

Full Name	
Program of Study	

The applicant named above has applied for the student exchange program at the University of Asia and the Pacific. They have selected you as their referee. Please keep in mind that this form will be used to assess the readiness of the applicant for at least a semester as an exchange student at either one of these partner universities.

Kindly complete this form, enclose in a sealed envelope, and return it to the student.

REFEREE'S DETAILS

Full Name			
Position		Relation to the Applicant	

REPORT ON THE APPLICANT

Please rate the applicant by ticking the appropriate boxes, with 1 being the lowest, and 5 being the highest

	1	2	3	4	5
Intellectual Ability					
Study Habits					
Responsibility					
Emotional Maturity					
Ability to adapt to new situations					
Leadership					

Please answer the questions below. If the space provided is not sufficient, please attach a separate sheet of paper.

1. Does the applicant show any behavior that may affect his/her ability to study abroad?	
2. Do you have positive/negative observations about the applicant which may help us to evaluate his application?	
3. Please indicate the length of time you have known the applicant	

DECLARATION

I confirm that, to the best of my knowledge, that the information provided in this form is accurate and complete.

Signature over
printed name

Date



UNIVERSITY OF ASIA AND THE PACIFIC
PUBLIC AND INTERNATIONAL AFFAIRS

RECOMMENDATION FORM 2

APPLICANT'S DETAILS

Full Name	
Program of Study	

The applicant named above has applied for the student exchange program at the partner universities stated above. They have selected you as their referee. Please keep in mind that this form will be used to assess the readiness of the applicant for at least a semester as an exchange student at either one of these partner universities.

Kindly complete this form, enclose in a sealed envelope, and return it to the student.

REFEREE'S DETAILS

Full Name			
Position		Relation to the Applicant	

REPORT ON THE APPLICANT

Please rate the applicant by ticking the appropriate boxes, with 1 being the lowest, and 5 being the highest

	1	2	3	4	5
Intellectual ability					
Study habits					
Responsibility					
Emotional maturity					
Ability to adapt to new situations					
Leadership					

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Date