

## University of the Philippines Information Sheet

### I. General Information

Name of University	University of the Philippines Los Baños
Office	Office of International Linkages
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Student Mobility Staff	Denise Liane Angelie S. Collado University Extension Associate  Maria Cristina P. Umali Visa Liaison Officer

### II. University and Academic Information

University of the Philippines (UP) Established in 1908 as the Philippines' national university under Republic Act 9500, the University of the Philippines (UP) was envisioned as a place of learning open to all, regardless of background. Today, comprising eight constituent universities and 17 campuses nationwide, UP offers 586 undergraduate and graduate programs spanning various disciplines, including sciences, engineering, agriculture, social sciences, arts, and management.

Recognized by the Philippine Commission on Higher Education (CHED), 41 academic units are designated as Centers of Excellence (COE), while five are Centers for Development (COD). With a track record of groundbreaking research, UP has garnered numerous international and local publication awards, particularly in medicine, engineering, agriculture, fisheries, and disaster risk reduction and management. Additionally, UP nurtures artistic endeavors that provoke thought and inspire societal change.

Throughout its 115-year history, UP has remained dedicated to shaping the nation's consciousness and identity, rooted in principles of honor and excellence.

University of the Philippines Los Baños (UPLB)

The University of the Philippines Los Baños (UPLB) is one of the eight constituent universities of the University of the Philippines. Renowned for its groundbreaking research and leadership in agriculture and forestry education, UPLB is situated 65 kilometers south of Manila, within the Special Science and Nature City of Los Baños. Its integrated campus spans 85,439 square meters at an elevation of 1,524 meters above sea level, nestled at the base of the 4,244-hectare Mt. Makiling Forest Reserve, recognized as the 33rd ASEAN Heritage Park in 2013.

Academic Calendar

The academic year is divided into two (2) semesters, normally consisting of 16 weeks each, exclusive of registration and final examination periods. Each semester shall consist of at least one hundred (100) class days. A midyear term, normally of six (6) weeks, follows the second semester. Classwork in the midyear term is equivalent to classwork in one (1) semester.

- First Semester: August - December
- Second Semester: January- May
- Midyear Term: June - August

Academic Programs

UPLB is composed of 9 Colleges and 2 Schools. The Academic Programs offered by each academic unit can be accessed through

[Academic Units](#)

Exchange students may take courses from various programs available at the university.

Academic Load

One University unit of credit is at least sixteen (16) full hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms within the semester.

Undergraduate: the maximum academic load is 18 non-laboratory units, or 21 units including laboratory, except in programs where the prescribed load for the semester is more than 18 units. However, graduating students with very good academic records may be permitted to carry a heavier load in their last year. During the midyear term, the normal load is 6 units, but in justifiable cases, the Dean may allow enrollment up to 9 units.

Graduate: full-time students are allowed a regular load of 9-12 units per semester or 8-10 units per trimester. During the midyear term, the regular load is 6 units.

No graduate student employed on a full-time basis shall be allowed an academic load of more than 10 units in any semester, unless he/she has the prior approval of the head of the graduate units to which he/she belongs.

Credit units

University courses typically comprise three credit units, spread across two weekly meetings totaling three hours. Each meeting lasts for 90 minutes and involves various instructional activities. A semester typically spans 16 weeks of class meetings.

Offered Courses

[Academic Catalog](#)

- Courses numbered from 1-199 are Undergraduate level, while those numbered 200 and above are Graduate level.
- Undergraduate students can only take courses at the undergraduate level, whereas graduate students can enroll in both graduate and undergraduate level courses.
- The availability of courses for each semester varies depending on the semester they are offered. For example, FBS 42 is exclusively offered during the 1st semester, while FBS 41 is only available during the 2nd semester.
- For courses with prerequisites, students must obtain approval from the professor before enlisting.

Language of Instruction

English is the medium of instruction in UPLB, but some courses may be taught in Filipino, or in both English and Filipino

University Activities

The listed university activities represent a diverse array of student events organized throughout each semester, all open to exchange students.

- Orientation of New and Continuing International Students (every semester)

A fun filled activity of an "informative awareness" day of the students for the different services they could avail in UPLB and the Office of the Vice Chancellor for Student Affairs (OVCSA) and as well as other offices/institution that can be of help to international students' special needs.

- Training on University Life and Acculturation in Yupielbi (TULAY) (every semester)

Orients international students about the University, the Filipino culture and norms, and basic Filipino communication.

- UPLB February Fair (every February)

The UPLB Feb Fair is an annual week-long event, taking place every second week of February, organized by the University Student Council. It showcases concerts by local bands and artists, along with food booths and carnival rides.

### III. Grading and Credit System

The following shows the grading system in UPLB

UP Grade	Adjectival Equivalent
1.0	Excellent
1.25	
1.5	Very Good
1.75	
2.0	Good
2.25	
2.5	Satisfactory
2.75	
3	Passed
4	Conditional Failure
5	Failed
Inc	Incomplete
Drp	Drop

- For courses not requiring numerical grades, the following ratings may be given: S Satisfactory U Unsatisfactory
- A grade of "4" means "Conditional Failure". It may be made up for by passing a re-examination. No re-enrollment in the course will be allowed unless the student fails in the removal examination. If not removed within the prescribed period (one year), the grade of 4 automatically becomes 5. Grades will be changed by the University Registrar upon prior information to the concerned teacher and adviser or, in their absence, the department chair or institute director. If the student passes the re-examination, he is given a grade of 3, but if he fails, a 5. Only one re-examination is allowed

which must be taken within the prescribed time. If the student does not remove the grade of 4 within the prescribed time, he may earn credit for the course only by repeating and passing it.

- A grade of 4 given for the first semester work of a two-semester course shall be converted to a grade of 3 if the student passes the second semester part of the same course in the same academic year; if he fails, the grade of 4 which he received for the first semester work shall be converted to a grade of 5.
- The grade of "Inc" is given if a student, whose class standing throughout the semester is "Passing" but fails to take the final examination or fails to complete other requirements of the subject, due to illness or other valid reasons. In case the class standing is not "Passing", and the student fails to take the final examination for any reason, a grade of "5" shall be given. Removal of "Inc" must be done within the prescribed time (within one (1) academic year where the three (3) regular removal periods by passing an examination or meeting all the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.

UP System Academic Transfer System (UP ACTS)

Below outlines the academic credit transfer system at UPLB, detailing various locations' crediting systems, student workload equivalencies, 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	13-16 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	37.5-48 hours	
Middle East (ANQAHE)	1 credit	45 hours	

Transcripts

Following the semester, students will receive a True Copy of Grades. To obtain their transcript, students must complete the following steps and submit copies via email:

1. Transcript of Records Application Form

## 2. University Clearance Application Form

Transcripts can be sent to the partner university by email within eight (8) weeks of submitting the required documents. Hard copy can also be sent via courier upon request.

### IV. Exchange Information

**Climate and Weather** The months of November to February are cool, whereas the months of March to May are hot and dry. The months of June through October are rainy, with typhoons affecting the region during the months of July and September. The average temperature is 78 degrees Fahrenheit/25 degrees Celsius, and the average humidity is 77%.

**Accommodation** On-Campus Dormitories  
[Student Housing Dormitories](#)  
Capacity: Four (4) person per room  
Lodging: Php. 800.00  
Electricity  
Amenities

[UPLB Abdulla F. Sison Hall](#)  
Capacity: Double or Triple Occupancy per room  
Lodging: Php19,150 (Double) or Php. 22,100 (Triple)

**Estimated Living Expenses** **Food**  
Different international cuisines are available and accessible to cater to this international community's gastronomic preferences. There are a variety of restaurants serving native Filipino cuisine, Asian-Spanish-Italian-American-Mexican-fusion cuisine. Local and foreign fast food companies also exist in Los Baños. The meals range between Php 100.00 to Php 200.00 per meal.

**Transportation**  
Jeepneys and tricycles are the most common modes of public transportation in Los Baños. Jeepneys normally follow pre-determined itineraries or routes such as Los Baños - Calamba and vice versa route, College Los Baños - Bayan and vice versa route. There are also special trips going to IRRI and Forestry. The fare is determined by the

distance traveled. Fare discounts are given to students, senior citizens, and a person with a disability. Base fare is Php. 12.00/per ride.

Tricycles (motorcycles with sidecars) are also used as transportation. Most of the time, they have a specific route, however, you can hire them for special trips. The fare will vary depending on the distance and number of passengers.

Buses ply the Los Baños to Metro Manila route. From the campus, you can ride a jeepney to Olivarez Plaza, then wait for a bus with a sign board going to Cubao or LRT/Buendia.

The same bus is used when going back to Los Baños.

## V. Nomination and Application Process

### Nomination

The host university is kindly requested to forward the list of nominated students along with their corresponding email addresses to [mobility.oil.uplb@up.edu.ph](mailto:mobility.oil.uplb@up.edu.ph).

Upon receipt, the coordinator will promptly provide the nominated students with a link to an online form. Here, students will be prompted to input their personal information and provide a tentative list of courses they intend to take at UPLB.

### Requirements

Below are the application requirements:

1. Application form (non-degree application form for undergraduate students)
2. Two identical 2x2 photos and three identical 1x1 ID photos, printed on photo paper (please bring these to UPLB)
3. Birth certificate
4. Proof of Financial Support (a bank certificate from either the student or their parents)
5. Photocopy of the passport information page
6. Original transcript of records (academic records)
7. Personal history statement form

You can access the necessary forms through the following link (<https://tinyurl.com/SEPinbound>)

Students are advised to ensure they have all original copies of the documents they submitted, and to affix photos as necessary on the required forms. Additionally, it is recommended to have extra copies of ID pictures ready upon arrival in the Philippines. Please ensure that the necessary form is signed before submission.

Submission of Requirements	All requirements must be submitted by the deadline. The coordinator will acknowledge receipt and notify nominees of any necessary corrections or revisions to submitted documents.									
Deadlines	The deadlines of nomination and application per semester:									
	<table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">First Semester</th> <th style="text-align: center;">Second Semester</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Nomination</td> <td style="text-align: center;">April 15</td> <td style="text-align: center;">September 15</td> </tr> <tr> <td style="text-align: center;">Application</td> <td style="text-align: center;">April 30</td> <td style="text-align: center;">September 30</td> </tr> </tbody> </table>		First Semester	Second Semester	Nomination	April 15	September 15	Application	April 30	September 30
	First Semester	Second Semester								
Nomination	April 15	September 15								
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Acceptance Letter	OIL will facilitate the evaluation of the submitted requirements and forward the documents to the Office of the University Registrar for the issuance of the Notice of Admission									
Arrival and Accommodation	Students should communicate their travel plans to the office.									
Number of Students										
Duration of Exchange	The duration of the exchange program can span either one semester, two semesters, or one academic year, which includes the Midyear Term. The specific duration is determined by the agreement between the two universities involved.									
GPA Requirement	Although UPLB does not impose a GPA requirement for exchange student admission, the home university reserves the right to set such a requirement for student applications.									
Language Proficiency	At least 600 in TOEIC or an equivalence score on a similar language proficiency exam. For scores between 500-600, the student will need to enroll in intensive English language course.									

## VI. Visa Information

**Special Non Immigrant Visa 47(a)(2)** For this visa application, only students from foreign partner university with existing academic agreement are allowed to proceed. Upon arrival of the international students in the Philippines, they will be required to report immediately to the Office of International Linkages at University of the Philippines Los Baños (OIL-UPLB) for the process of applying for a Special Non-Immigrant visa (47a2).

This visa is recommended for non-degree students.



### [Special Non Immigrant Visa \(47\(a\)\(2\)\)](#)

It is recommended to delay travel plans while visas are being processed. Please proceed with your travels once the visa has been processed.

### Student Visa 9(F)

In order for an international student (IS) to secure the University's s study permit and proceed with enrollment, they must secure a proper and valid student visa (9F). Foreign nationals under the diplomatic and consular missions (9E/9E2), SIRV (Special Investors Resident Visa) and SRRV (Special Resident Retirees Visa) holders are exempted from securing 9F but are also required to present their visa to ISR for the issuance of University's Study Permit.

This visa if for students who will be taking degree programs in UPLB.

### [Student Visa \(9\(F\)\)](#)