Staple 2 pieces
Passport Size
Picture here

Application for Admission to Graduate Program (Master of Science in Computer Science)

APPLICATION FOR ADMISSION TO GRADUATE PROGRAM (MSCS)

| Last Name | First Name | Middle / Maiden Name |

Instructions

1. Request two former professors or experts in the field as references to accomplish the recommendation forms and enclose/seal these envelopes with their signature across the seal. These may be returned to the applicant or sent directly by mail to the Department of Computer Science (DCS), U.P. Cebu.
2. Pay a non-refundable application fee of PhP100.00 for Filipino citizens or PhP200.00 for resident foreign applicants at the Cashier's Office, UP Cebu. For non-resident foreign applicants, send a check of US $25.00 payable to the *"University of the Philippines Cebu (UPC)"*. Please check for announcements at the UPC website.
3. Submit to the Department of Computer Science the following requirements with your application fee receipt on or before June 30 for the 1st semester, or November 30 for the 2nd semester admission.
   - Accomplished Application Form
   - Transcript of Records: 1 official copy bearing the school seal and the registrar's signature and 2 photocopies.
   - 2 recent passport size photo
   - Certificate of English Proficiency - TOEFL Official score (*For Foreign Applicants only whose native language or medium of instruction in secondary school and college is not English*)
   - A score of at least 500 (*paper-based*) or 173 (*computer-based*) in the Test of English as a Foreign Language (*Education Testing Service, Princeton, New Jersey, 08540 USA*) is required.
4. Wait for the action on your application, which will be communicated to you by email and/or phone.

For Department Use Only

Date of Submission _____   O.R. Number _____

Received by _____

	SCHOOL	AVERAGE
BS		
MS		

The undersigned recommends that the applicant be

☐ admitted as a degree student

☐ admitted as a non-degree student (probationary admission) subject to the following condition(s):

☐ Math 157   ☐ CS 150

☐ CS 135   ☐ CS 165

☐ CS 140   ☐ CS 192

☐ Others: _____

☐ refused admission

_____   _____
Printed Name & Signature of Dept. Chairman or   Date
Program Coordinator

PROGRAM OF STUDY

Degree program applied for: _____

Major, if applicable: _____

Start of graduate study: ☐ 1st semester   ☐ 2nd semester   AY _____-_____

☐ Full-time   ☐ Part-time   If full-time, source of funding: _____

PERSONAL DETAILS

			☐ Male ☐ Female
Last Name	First Name	Middle / Maiden Name	Sex

Date of Birth (mm/dd/yyyy)	Place of Birth	Citizenship

Postal address
(*Do not use P.O. box*)

Permanent address
in home country

Telephone	Facsimile	E-mail

Information on nearest relative (Father / Mother / Spouse if married / Guardian)

Name		Relationship	
Address		Tel. No.	

ACADEMIC QUALIFICATIONS

Verified copies of academic documents must be attached to this application.
Filipino or English translations are required. Your application cannot be processed without this documentation.

Secondary Education (High School)

Name of last school attended

Address of last school attended

Inclusive years attended

Tertiary Education

Institution	Location	Degree Received	Years Enrolled	
			From	To

Scholastic Honors or Prizes Received

Award	Institution	Date

Details of Other Qualifications Held
(E.g. Membership in professional bodies, eligibilities/certificates)

PROFESSIONAL EXPERIENCE

Dates of Employment		(F)Full/ (P)Part-time	Employer	Job Title
From	To			
		☐ F ☐ P		
		☐ F ☐ P		
		☐ F ☐ P		
		☐ F ☐ P		
		☐ F ☐ P		

ENGLISH LANGUAGE PROFICIENCY

What is your first language? _____

Language of instruction used in tertiary education: _____

For candidates whose degree is from a university or institution of higher learning, where the medium of instruction is English language for that degree, a certification from that university or institution must be submitted.

Certificate of English proficiency (attach documentation)

Test name: _____

Test score: _____ Test date: _____

PROGRAMMING LANGUAGE PROFICIENCY

List the programming languages (E.g. Pascal, C, C++) you are proficient in and the projects/applications completed using these languages.

Programming Language	Level of Proficiency (1 Lowest, 5 Highest)	Programming Language	Level of Proficiency (1 Lowest, 5 Highest)
	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Projects / Applications

REFERENCES

List your former professors or experts in your fields as references.

Name	Address	Telephone

APPLICANT'S DECLARATION

I declare that the information supplied in this application and the documentation supporting it is true and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in cancellation of admission or enrolment. If admitted to the Department of Computer Science, I agree to abide by the rules and regulations of the University of the Philippines and the College.

_____   _____
Signature   Date

Department of Computer Science
University of the Philippines Cebu
Gorordo Avenue, Lahug, Cebu City 6000

LETTER OF RECOMMENDATION
FOR ADMISSION TO GRADUATE STUDIES (MS COMPUTER SCIENCE)

To be completed by applicant (Please type or Print)

Name: _____

Current Address: _____

Degree program applied for: _____

Start of graduate study: ☐ 1st semester   ☐ 2nd semester   AY _____-_____

Note to applicant: Ask your recommender to enclose this form in an envelope, seal the envelope, and sign across the seal. Submit the envelope with its seal unbroken with the rest of your application materials to the Department of Computer Science, U.P. Cebu, Gorordo Avenue, Lahug, Cebu City 6000.

To be completed by recommender

Any pertinent information regarding the applicant and your evaluation of the applicant's ability to undertake graduate studies and research will be held in strict confidence.

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

If the applicant was a student in some of your classes, what were these subjects? _____

_____

What do you consider as the applicant's outstanding talents or strengths in relation to graduate study? _____

_____

_____

_____

What do you consider as his/her weakness or deficiencies in relation to graduate study? _____

_____

_____

Please rate the applicant on the following characteristics in comparison with other students in the same disciplines who are known to you and who have had more or less the same amount of training and experience. (Indicate size of group with which applicant is being compared _____ and its educational level _____).

	Excellent	Above Average	Average	Below Average	Inadequate basis for judgment
1. Intellectual ability	☐	☐	☐	☐	☐
2. Academic preparation for proposed field of study	☐	☐	☐	☐	☐
3. Motivation for proposed field of study	☐	☐	☐	☐	☐
4. Originally, creativity & imagination	☐	☐	☐	☐	☐
5. Analytical & problem-solving ability	☐	☐	☐	☐	☐
6. Initiative and independence	☐	☐	☐	☐	☐
7. Honesty & integrity	☐	☐	☐	☐	☐
8. Conscientiousness & ability to work independently	☐	☐	☐	☐	☐
9. Ability to work with others	☐	☐	☐	☐	☐
10. Oral communication skills	☐	☐	☐	☐	☐
11. Written communication skills	☐	☐	☐	☐	☐
12. Emotional maturity	☐	☐	☐	☐	☐
13. Potential as a researcher in the discipline	☐	☐	☐	☐	☐
14. Potential as a teacher in the discipline	☐	☐	☐	☐	☐

Additional information and comments about the applicants (please use a separate sheet of paper, if necessary).

_____

_____

_____

_____

_____

_____

_____

_____

_____

I therefore ☐ strongly recommend ☐ recommend ☐ recommend with reservations ☐ do not recommend the applicant for admission to graduate studies in your college.

Recommender's Printed Name: _____

Recommender's Signature: _____ Date: _____

Position: _____ Highest Educational Attainment: _____

Name and Address of Organization: _____

_____

Note to recommender: Please enclose this form in an envelope, seal the envelope, sign across the seal, and return sealed envelope to applicant.