



St. Paul University Manila
(St. Paul University System)

680 Pedro Gil St., Malate, Manila

Graduate School

Tel. No. (632) 5245687 loc. 223

Admission Requirements

For Local Applicants:

- ✓ Accomplished Application Form with 2x2 picture
- ✓ Accomplished Student Information Sheet with 2x2 picture
- ✓ Transcript of Records (original and photocopy)
- ✓ NSO Birth Certificate (original and photocopy)
- ✓ Updated PRC License (photocopy) - if applicable
- ✓ Transfer Credentials/Honorable Dismissal/Certificate of Graduation (must indicate title of degree and date of graduation)
- ✓ Certificate of Good Moral Character from previous school head or current employer
- ✓ Two (2) Letters of recommendation
- ✓ Updated Curriculum Vitae/Resume
- ✓ Personal Account of Academic and Career Objectives
- ✓ Photocopy of research output and other authored publications (for PhD applicants)
- ✓ Admission Test (to be administered by the Guidance and Testing Center)
- ✓ Marriage Contract (if applicable)
- ✓ Long Brown Envelope (2 pcs.)

For International Applicants:

- ✓ Accomplished Application Form with 2x2 picture
- ✓ Accomplished Student Information Sheet with 2x2 picture
- ✓ Transcript of Records authenticated by the Philippine Embassy (Original and Photocopy)
- ✓ Photocopy of passport information and current visa page (Original must be presented.)
- ✓ Transfer Credentials/Honorable Dismissal/ Certificate of Graduation (must indicate title of degree and date of graduation)
- ✓ Photocopy of National Intelligence Coordinating Agency (NICA) (Apply this at the Bureau of Immigration, 3rd Flr. Main Bldg. Valid at least six (6) months from date of issuance).
- ✓ Two (2) Letters of recommendation
- ✓ Updated Curriculum Vitae/Resume
- ✓ Personal Account of Academic and Career Objectives
- ✓ Photocopy of research output and other authored publications (for PhD applicants)
- ✓ Admission Test (to be administered by the Guidance and Testing Center)
- ✓ Marriage Contract (if applicable)
- ✓ Long Brown Envelope (2 pcs.)
- ✓ Student VISA
- ✓ ACR-I Card (pending the release of students VISA and ACR-I card, submit the photocopy of the official receipt to show that the papers are already being processed. Only upon the presentation of the student VISA and ACR-I card may the students be considered officially enrolled.
- ✓ Satisfactory English Test Result (results will determine whether student will need supplementary English lessons before enrollment, if no English was taken previously, student will take the English Test at St. Paul University-Manila).