



**ADMISSION FORM**

**REQUIREMENTS**

(Two copies each requirement)

1. Admission Form (*OU Form 1*)
2. Recommendation Form (*OU Form 2*) from your former professor/supervisor.
3. Permit to Study (*OU Form 3*) from the head of your agency if employed.
4. Certified True Copy of your Official Transcript of Records/Transcript of Records in English from each institution previously attended.
5. Admission Fee of P100.00 for local students and \$25 for international (foreign) nationals (*Non-refundable*)
6. An essay of about 300 words indicating your purpose for applying to the distance education program and your plans after completing the degree.
7. Four (4) latest identical 2x2 ID picture with plain white background and name tag.

2x2 ID Picture

**ADMISSION REQUEST:**

1. Degree Sought ☐ Master in Community Development (MCD)  
☐ Master in Community Health Development (MCHD)  
☐ Master in Cooperative Management (MCM)  
☐ Master in Development Communication (MDC)  
☐ Master in Human Resource Management (MHRM)  
☐ Master in Alternative Learning System (MALS)  
☐ Master in Urban Management (MUM)  
☐ Master of Arts in English as a Second Language by Research  
☐ Doctor of Philosophy in Language Education by Research
2. Semester for which admission is sought:  
☐ First ☐ Second Semester, School Year: 20\_\_ to 20\_\_
3. State how your studies will be financed: \_\_\_\_\_
4. Preferred mode of Learning: ☐ Blended ☐ Online

**PERSONAL DATA:**

1. Name: \_\_\_\_\_  

Family Name First Name Middle Name
2. Mailing Address: \_\_\_\_\_  

Number Street City/Town Province Zip Code

  
\_\_\_\_\_  

E-mail Address Mobile No.
3. Place of Birth: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. Citizenship: \_\_\_\_\_
6. Gender: ☐ Female ☐ Male
7. Civil Status: ☐ Single ☐ Married ☐ Widow ☐ Divorced
8. Highest Degree Completed: ☐ AB/BS in \_\_\_\_\_ ☐ MA/MS in \_\_\_\_\_
9. Currently enrolled in other school for MA/MS: ☐ YES ☐ NO; if yes degree course: \_\_\_\_\_
10. Present Occupation: \_\_\_\_\_ No. of Years Employed: \_\_\_\_\_
11. Name of Present Employer (Institution/Company): \_\_\_\_\_
12. Address of Present Employer: \_\_\_\_\_

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**ACADEMIC BACKGROUND (Please use additional sheets if necessary. Those applying for Certificate and Short Courses need not fill up items 2 to 5)**

1. List of schools you attended starting with the most recent

Name and Address of School	Degree/ Major Field	Year Completed
College:		
High School:		
Elementary:		

2. List of researches you conducted and published apart from your thesis

Title of Article	Title of Publication	Year Published

3. List of seminars/conferences that you attended in the last five years.

Title of Seminars/Conferences	Place	Year

4. List your membership in honor, professional and/or civic organizations.

Name of Organization	Role	Year

5. List of scholarship, honors, prizes and awards you received.

Title of Seminars/Conferences	Place	Year

**CERTIFICATION**

I hereby affirm that all the information supplied herein is complete and accurate, and if admitted, I agree to abide by the rules and regulations of the Open University.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

(To be filled by the Open University)

☐

Approved

☐

Denied

☐

Probationary

☐

Regular

Computed GWA:

Reasons why admission is probationary:

- ☐ GWA less than 2.00
- ☐ Average rating from former professors less than 50%
- ☐ Previous degree not related to degree applied for.
- ☐ GWA in English courses less than 2.00 (Foreign)

Checked by:

Approved by:

\_\_\_\_\_  
OU Staff

**SAMUEL S. POLIDEN, Ph.D.**  
OU Director

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