Application for Government/Private Funded Scholarship

Schedule of Availability of Service : Monday to Friday (8:00 a.m. - 5:00 p.m.)
except non-working holidays

Who May Avail of the Service : UP Manila undergraduate and graduate students

What are the Requirements :

- One (1) "2 x 2" photo
- ITR or BIR Certificate of Exemption of parents
- Income Statement, if income is derived from business
- Current Form 5
- TCG / CRS printout
- Certification of Year Level Standing from college
- Certification of GMC from college and OSA
- Birth Certificate
- Certification from college indicating the remaining units
- Letter of financial support
- 3 Letters of Recommendation from former professors

Additional Requirements for Graduate Students:
- Transcript of Records
- Program of Study
- Notice of Admission (if new graduate student)
- Recommendation / Certificate of GMC from current employer, if employed

Additional Requirement for Presidential Leadership
- List of accomplishments duly authenticated by the appropriate authority

Duration   :   24 minutes

How to Avail of the Service   :

Step	Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Student files scholarship application form and requirements	Receives application Interviews applicant Checks entries in the application form Verifies completeness of the attached documents	10 minutes	Junior Scholarship Affairs Officer		
2		Submits received application and complete documents to OSSS, UP Diliman	1 minute	Junior Scholarship Affairs Officer		
3		Processess application Checks entries in the application form Encodes	5 minutes	OSSS Staff		
4		Deliberates Ranks applicant Selects applicant for each CU	2 minutes	UCSFA		
5		Informs OSA of result of application	1 minute	OSSS Staff		
6		Prepares Letter of Award	3 minutes	OSSS Staff		
7		Contacts grantee	1 minute	Junior Scholarship Affairs Officer		
8	Student receives result of application (Letter of Award)	Delivers Letter of Award to new grantee	1 minute	Junior Scholarship Affairs Officer		