



**GENERAL INSTRUCTIONS
REMINDERS FOR ACCEPTED ON WAITING-LIST APPLICANTS**

1. Qualified applicants must reserve their slots online and download/print the Reservation Form.
2. Pay the **non-refundable reservation fee** of five thousand pesos (PhP 5,000.00) at any Metrobank branch. Please present the Reservation Form with your applicant number when paying the reservation fee.
3. You will need your applicant number when you fill out the payment slip at any Metrobank branch. Present to Metrobank the Reservation Form with the applicant number for verification purposes.

Below are the details in filling out the **Metrobank Payment Slip**:

Company Name : University of Santo Tomas Account

Name : _____ (your name)

Subscriber Name : _____ (copy the applicant number: 20180 + 5 digit applicant number
Example: 2018012345)

Telephone Number : _____

Amount Mode of payment : : PhP 5,000.00 Cash Basis Only

4. All payments at Metrobank should be made over the counter. The non-refundable reservation fee shall be deducted from your tuition fee upon enrolment.
5. Reservation period is from **February 19 to February 23, 2018**.
6. Seven (7) working days after paying your reservation fee, download and print the Confirmation of Enrolment Form and the Important Reminders.
7. Three (3) working days after submitting all the required documents during the Confirmation of Enrolment on **April 10-12, 2018**, please login at <http://pds.ust.edu.ph> to accomplish the Personal Data Sheet (PDS) online and print the Acknowledgement Slip. The Acknowledgement Slip is a requirement for enrolment.
8. Failure to reserve your slot and pay the non-refundable reservation fee within the specified schedule will automatically mean forfeiture of your slot.



**UNIVERSITY OF SANTO TOMAS
COLLEGE OF FINE ARTS AND DESIGN**



COLLEGE INSTRUCTIONS:

1. ACCEPTED WAITLISTERS WHO HAVE PAID THEIR **RESERVATION FEES** ARE REQUIRED TO SUBMIT THE FOLLOWING CREDENTIALS FROM 9:00-11:00AM AND 1:30-4:00PM ON A FIRST COME FIRST SERVE BASIS AT THE DEAN'S OFFICE, COLLEGE OF FINE ARTS AND DESIGN, BEATO ANGELICO BUILDING ON **APRIL 10-12, 2018 FOR CONFIRMATION OF ENROLMENT**, FAILURE TO APPEAR ON THE SAID DATES WILL MEAN FORFEITURE OF THE CHANCE FOR ADMISSION:
 - 1.1. ORIGINAL FORM 138 (SHS REPORT CARD)
 - 1.2. ORIGINAL CERTIFICATE OF GOOD MORAL CHARACTER
 - 1.3. ONE (1) 2" X 2" ID PICTURE
2. KINDLY PRESENT THE FOLLOWING DURING THE CONFIRMATION OF ENROLLMENT:
 - 2.1. RESERVATION FORM
 - 2.2. PROOF OF PAYMENT OF RESERVATION FEE (METROBANK PAYMENT SLIP/UST CASHIER'S RECEIPT).
 - 2.3. PRINTED COPY OF USTET RESULTS
 - 2.4. EXAMINATION PERMIT
3. ALL RESIDENT OR IMMIGRANT ALIENS ARE REQUIRED TO BRING THEIR ORIGINAL COPY OF VERIFIED ALIEN CERTIFICATION OF REGISTRATION (ACR).
4. FOR FURTHER INQUIRIES, PLEASE CALL THE OFFICE OF THE DEAN, COLLEGE OF FINE ARTS AND DESIGN (CFAD) AT 740-9703/406-1611 LOC. 8390.

