

**GENERAL INSTRUCTIONS FOR ACCEPTED ON WAITING LIST APPLICANTS FOR THE COLLEGE OF REHABILITATION SCIENCES**

1. IF YOUR NAME IS FOUND ON THE LIST THAT WILL BE POSTED ON OUR WEBSITE (OFAD.UST.EDU.PH) ON FEBRUARY 16, 2018 (WL FIRST BATCH) AND MARCH 9, 2018 (WL SECOND BATCH), YOU ARE AN ACCEPTED WAITLISTER. PLEASE RESERVE YOUR SLOT ONLINE, DOWNLOAD/PRINT THE RESERVATION FORM AND PRESENT IT UPON PAYING THE RESERVATION FEE (PHP 5,000. 00) AT ANY METROBANK BRANCH.
2. AS AN ACCEPTED WAITLISTER, YOU WILL NEED YOUR APPLICANT NUMBER WHEN YOU FILL OUT THE PAYMENT SLIP AS YOU MAKE YOUR PAYMENT AT METROBANK. 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 OF THE APPLICANT NUMBER EXAMPLE: 2018012345)  
TELEPHONE NUMBER:  
AMOUNT: P5,000.00  
MODE OF PAYMENT: CASH

ALL PAYMENTS AT METROBANK SHOULD BE MADE OVER THE COUNTER. THE NON-REFUNDABLE RESERVATION FEE SHALL BE INCLUDED IN YOUR TUITION FEE UPON ENROLMENT.

3. PAYMENT OF RESERVATION FEE IS BY BATCH. PLEASE TAKE NOTE OF YOUR RESERVATION SCHEDULE:  

QUALIFIED APPLICANTS	:	JANUARY 29 – FEBRUARY 9, 2018
ACCEPTED WAITLISTERS FIRST BATCH	:	FEBRUARY 19 –MARCH 2, 2018
ACCEPTED WAITLISTERS SECOND BATCH	:	MARCH 12 – 16, 2018
4. SEVEN (7) DAYS AFTER PAYING THE RESERVATION FEE, DOWNLOAD AND PRINT THE CONFIRMATION OF ENROLMENT FORM AND THE IMPORTANT REMINDERS.
5. PLEASE VISIT OUR WEBSITE (OFAD.UST.EDU.PH) FOR YOUR CONFIRMATION OF ENROLMENT INSTRUCTIONS AND SCHEDULE.
6. THREE (3) DAYS AFTER SUBMITTING ALL THE REQUIRED DOCUMENTS DURING THE CONFIRMATION OF ENROLMENT, PLEASE LOGIN AT [HTTP://PDS.UST.EDU.PH](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.

COLLEGE INSTRUCTIONS:

1. QUALIFIED WAITLISTERS WHO HAVE PAID THEIR RESERVATION FEES WILL HAVE TO SUBMIT THE FOLLOWING REQUIREMENTS TO THE UST ST. MARTIN DE PORRES (MEDICINE) BUILDING ON APRIL 11, 2018 (WEDNESDAY)\_ FROM 9:00AM TO 11:00NN ONLY:
  - A. ORIGINAL SENIOR HIGH SCHOOL REPORT CARD (FORM 138)
  - B. ONE (1) CERTIFICATE OF GOOD MORAL CHARACTER (FROM SCHOOL PRINCIPAL, ADVISER OR GUIDANCE COUNSELOR)
  - C. ONE (1) 2"X2" COLORED ID PICTURE
  - D. ACCOMPLISHED MODIFIED PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q) TO BE DISTRIBUTED DURING CONFIRMATION OF ENROLLMENT
  - E. CONFIRMATION OF ENROLLMENT (COE) FORM
  - F. RESERVATION FORM AND PROOF OF PAYMENT OF RESERVATION FEE (TO BE PRESENTED ONLY)
2. ALL RESIDENT OR IMMIGRANT ALIENS ARE REQUIRED TO BRING THEIR ORIGINAL COPY OF VERIFIED ALIEN CERTIFICATION OF REGISTRATION (ACR).
3. ALL NON-RESIDENT ALIENS ARE REQUIRED TO BRING THEIR PASSPORT/STUDENT VISA.
4. FAILURE TO SUBMIT THE REQUIREMENTS WITHIN THE ALLOTTED PERIOD MAY MEAN FORFEITURE OF YOUR SLOT.
5. FOR ANY INQUIRIES, PLEASE EMAIL US AT [USTCRSADMISSIONS@GMAIL.COM](mailto:USTCRSADMISSIONS@GMAIL.COM)