

GENERAL INSTRUCTIONS/REMINDERS FOR ACCEPTED ON WAITING APPLICANTS ONLY (2nd Batch):

1. Qualified applicants must download/print the **Reservation Form** after logging in to your applicant portal.
2. Pay the **non-refundable reservation fee of five thousand pesos (PhP 5,000.00)** at any Metrobank branch. To avoid inconveniences, 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 : PhP 5,000.00

Mode of payment : 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 March 07-15, 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, 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.