



UNIVERSITY OF SANTO TOMAS  
INSTITUTE OF PHYSICAL EDUCATION AND ATHLETICS



**INSTRUCTIONS FOR THE ACCEPTED WAITLISTERS  
BPE-SWM APPLICANTS**

**GENERAL INSTRUCTIONS/REMINDERS FOR ACCEPTED WAITLISTERS BPE-SWM ONLY:**

1. Accepted waitlisters must reserve their slots online, download/print the reservation form and present it upon paying the non-refundable reservation fee of five thousand pesos (php 5, 000.00) at any Metrobank branch. To avoid inconveniences, please do not pay the reservation fee without the reservation form.
2. 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.

Company name : University of Santo Tomas  
Account name : \_\_\_\_\_ (your name)  
Subscriber Number : \_\_\_\_\_ (copy the applicant number: 20150 + 5 digits  
applicant number. Example: 2015012345)  
Telephone number : \_\_\_\_\_  
Mode of payment : cash  
amount : php 5, 000. 00

*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 on March 1-16, 2018 only.
4. Three (3) days after paying your reservation fee, download and print the confirmation of enrolment form and the important reminders.
5. Failure to reserve a slot within the specified schedule will automatically mean forfeiture of your slot.
7. Three (3) 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 acknowledgment slip. The acknowledgment slip is a requirement for enrolment.