

University of Santo Tomas  
**College of Commerce of Business Administration**

General Instructions for applicants qualified for reservation of slot.

1. Accepted On-Waiting List 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. 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

All payments at Metrobank should be made over the counter. The non-refundable reservation fee shall be deducted from your tuition fee upon enrolment.

**4. Reservation period will be from March 1 to 16, 2018.**

5. Seven (7) working days after paying your reservation fee, download and print the Confirmation of Enrolment Form and the Important Reminders.
6. 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.
7. Failure to reserve your slot and pay the non-refundable reservation fee within the specified schedule will automatically mean forfeiture of your slot.

## **College instructions:**

1. Qualified waitlisters who paid their reservation fees are required to attend the orientation with at least one (1) parent and to bring the following documents on April 7, 2018 (Saturday):
  - 1.1 original form 138 (high school card)
  - 1.2 original certificate of good moral character from the high school principal, adviser, and guidance counselor
  - 1.3 One 2x2 colored picture

The schedule on April 7, 2018 is as follows:

Surnames A-H: Orientation will be at 8:00 am - 10:00 am at room 322, St. Raymund's building. Submission of requirements will be from 10:00 am-12:00 nn at room 310, st. Raymund's building.

Surnames I-P: Orientation will be at 10:00 am - 12:00 nn at room 322, St. Raymund's building. Submission of requirements will be from 1:00 pm-3:00 pm at room 310, St. Raymund's building.

Surnames Q-Z: Orientation will be at 1:00 pm - 3:00 pm at room 322, St. Raymund's building. Submission of requirements will be from 3:00 pm-5:00 pm at room 310, St. Raymund's building.

2. Applicants are advised to bring the following for presentation purposes:
  - 2.1 test permit
  - 2.2 printed copy of the USTET results
  - 2.3 reservation form
  - 2.4 proof of payment of reservation fee (Metrobank payment slip/UST cashier's receipt)
3. All resident or immigrant aliens are required to bring their original copy of verified alien certification of registration (ACR).
4. All non-resident aliens are required to bring their passport/student visa.
5. The student and parent orientation is a prerequisite for confirmation of slot.