

### **General Instructions for applicants qualified for reservation of slot.**

Accepted applicants must download/print the Reservation Form.

1. Applicants who are qualified for reservation must log-in at (<http://myuste.ust.edu.ph:8888/admission/results.jsp>), download/print the reservation form and present it upon paying the reservation fee (PhP 5,000. 00) at any Metrobank branch.
2. Pay the non-refundable reservation fee of five thousand pesos (PhP 5,000.00) at any Metrobank branch. To avoid any inconvenience, 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 is from April 23-30, 2018 only.**

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. Failure to reserve your slot and pay the non-refundable reservation fee within the specified schedule will automatically mean forfeiture of your slot.

7. Confirmation of slot for enrolment will be on **May 11, 2018, 9:00am-4:00pm** at the St. Raymund Building, Faculty of Arts and Letters.

8. On the date of confirmation of slot, please submit the following:

- A. Reservation receipt
- B. Confirmation of Enrolment Form (2 copies)
- C. Form 138 (High School card) **Original**
- D. Certificate of good moral character (from Principal or Guidance Counselor)
- E. Passport size picture (1 piece)

9. During the confirmation, it is mandatory that applicant is accompanied by a parent /guardian.

**10. Failure to submit documents will mean forfeiture of chance for admission.**