

Faculty of Pharmacy Update for Incoming Freshmen Confirmation of Enrollment and Orientation: As of **March 15, 2020; 6:00 PM, PST**

In reference to the Code Red for COVID-19 as declared by the Philippine Department of Health, all applicants who successfully reserved their slot for Pharmacy, Medical Technology and Biochemistry program, are advised that the Confirmation of Enrollment and Orientation on **March 19, 2020 is cancelled until further notice.**

Meanwhile, the documents for Confirmation of Enrollment are now to be submitted to the Faculty of Pharmacy through LBC (if located locally) and DHL (if located abroad) starting **April 20, 2020 to April 27, 2020**. The following required documents will only be received through LBC/DHL in a sealed long brown envelope:

1. Two (2) copies of the CONDITIONAL ADMISSION CONTRACT, which can be downloaded from the USTET portal of the applicant. Kindly specify in the contract the earliest possible date on when the applicant can submit the Original High School Card (Form 138). The applicant and the parent must affix their signature over their printed name in the said contract.
2. Two (2) Certificates of Good Moral Character OR one (1) Certificate of Good Moral Character with two signatories preferably the principal and guidance counselor.
3. Photocopy of the verified Alien Certificate of Registration (ACR) for resident or immigrant aliens; passport / student visa for non-resident aliens.
4. Two (2) copies of the Confirmation of Enrollment Form with 2x2 picture.
5. Two copies of Contract for Incoming Freshmen, signed by both the applicant and the parent over their printed name.

*****In case the Original High School Card (Form 138) is already available before enrolment, kindly write **the enrolment date** in the space provided in the Conditional Admission Contract Form as the date on when the applicant can submit the card. Otherwise, write the date on when the applicant can submit the original card. **PLEASE DO NOT INCLUDE THE ORIGINAL HIGH SCHOOL CARD (FORM 138) IN THE PARCEL.****

******Enrollment date will be provided before April 20, 2020.**

UNIVERSITY OF SANTO TOMAS
OFFICE FOR ADMISSIONS
ESPAÑA BLVD., MANILA

CONDITIONAL ADMISSION CONTRACT

I, assisted by my parent/guardian, understand that I am conditionally admitted to the University of Santo Tomas and that I agree to the following conditions:

1. I must submit the original Form 138 (report card) or ~~transfer credential~~ from my previous school (or certificate of good moral character) on or before _____.
2. I agree to be bound by the rules, regulations, and all the policies of the University;
3. Should I fail to submit the above-mentioned requirements within the given period, I understand that I shall be dropped from my program.

Name and Signature: _____
Starting Term: _____
Academic Program: _____

Assisted by:

Name and Signature of Parent/Guardian: _____

Name and Signature of UST Dean/Principal or Representative

Kindly label the long brown envelope with the applicant's name, applicant number and program:

Dela Cruz, Juan Carlos F.
2020-05291871
B.S. Pharmacy

No personal submission of documents will be entertained by the UST Faculty of Pharmacy Office of the Dean. Address your parcel to:

Full Name: Office of the Dean
Faculty of Pharmacy
University of Santo Tomas

Complete Address: Office of the Dean
Faculty of Pharmacy, 2nd Floor Main Building
University of Santo Tomas, España, Manila 1008

Contact Number: (632) 8731-4040 / (632) 3406-1611 local 8223

Due to the large number of reserved applicants, we will not be able to process your confirmation of enrollment if your documents are not received on time. The date LBC receives your documents will be considered the date that you submitted them to the Faculty of Pharmacy.

Please take note on the following:

1. Applicants who fail to graduate at the end of AY 2019-2020 will not be accepted.
2. On April 30, 2020, please log-in at <https://pds.ust.edu.ph/> to accomplish the Personal Data Sheet (PDS) online and print the Acknowledgment Slip. The Acknowledgement Slip is a requirement for enrolment.
3. After filling out the online PDS, activate the applicant's MyUste Student Portal by logging-on to <http://myuste.ust.edu.ph/student> using the student number provided in the online PDS.
4. After activation, log-in to the MyUSte Portal, then go to "Downloadables" tab, then download and print the Enrollment Conforme A Form and the Acknowledgement Form. The Acknowledgement Form is a requirement for enrolment.
- 5. ENROLMENT DATE, TIME AND VENUE WILL BE PROVIDED BEFORE APRIL 20, 2020.**
6. Before proceeding to the enrolment venue, kindly secure your Confirmation of Enrollment Form (duly signed by the Dean's representative with the date and time of enrolment indicated in the form) and submit the Original High School Card (Form 138) at the Civil Law Lobby, Main Building at 7:30 AM.
7. Do not forget to bring the following documents during enrollment:
 - a. Original High School Card (Form 138), if available
 - b. PDS Acknowledgment Slip
 - c. Conforme Acknowledgement Form
8. Right after enrollment, proceed to the UST Health Service to secure the request form for Physical Examination and Laboratory Tests. Schedule of Physical Examination will be provided during enrolment.
9. For applicants who still cannot submit the original Form 138 during enrolment, the deadline for submission is on July 31, 2020 (Friday). However, kindly submit the Form 138 once it is available. Our office will accept it daily after the enrollment from 10:00 AM to 12:00 NN. Please bring the Confirmation of Enrollment Form.
10. Please check your registered e-mail for some documents that were sent.

Thank you.