

Admission Procedures and Guidelines for the Academic Programs

Who

How

What

Admission Prerequisites

Applicant

- MA program applicants should have a Bachelor's degree or its equivalent in any field
- PhD program applicants should have a Master's degree or its equivalent in any field
- The applicant must be interested in either human organization systems or instructional development

Applicant

Fills-out a request form to secure a set of application documents

Application documents include:

- Personal Data Sheet, 1 set
- Personal Recommendation Sheets, 3 sets
- If applicable, Permit to Study requirements needed for Foreign applicants.





Applicant

Submits
accomplished
documents and
other
application
requirements

Application Requirements:

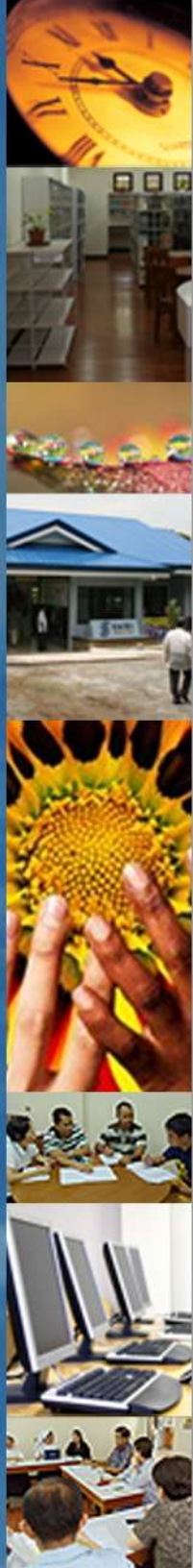
- Personal Data Sheet, with photo
- Official Transcript of Records issued "For Transfer" and with school seal
- Marriage Contract, if relevant, to validate surname change of female applicants



Applicant

Sends out the
recommendation
sheets to
his/ her preferred
recommending
persons





**Recommending
Persons**

Fills-up the
recommendation
sheet and submits
directly to the
Institute

Applicants to both PhD and MA programs need to complete three (3) Recommendation Letters, except for MA-OD in Microfinance Management where only 1 recommendation letter is required for admission.

**Registrar,
School of OD**

Screens for
submission of
complete
requirements
and
documents

Compiles documents into temporary student folders, properly labeled and filed.

**Registrar,
School of OD**

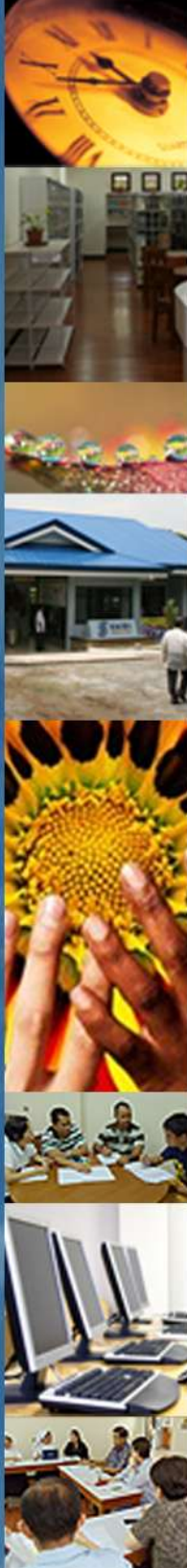
**If complete,
turns over**
to the Screening
Committee for
evaluation

The Screening Committee is composed of:

- The Registrar
- Designated Graduate/ Officer of the Institute
- Dean



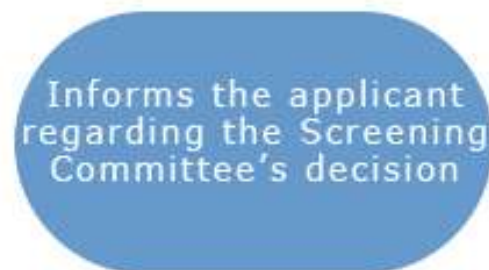
SAIDI
Graduate School of
Organization Development



**Screening
Committee**



Registrar



The letter of acceptance
includes the procedures
and fees for enrollment.