Admission Procedures and Guidelines for the Academic Programs

Who

Applicant

Admission Prerequisites

• 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

How

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

What

Application documents include:
• Personal Data Sheet, 1 set
• Personal Recommendation Sheets, 3 sets
• If applicable, Permit to Study requirements needed for Foreign applicants.
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

Submits accomplished documents and other application requirements

Applicant

Sends out the recommendation sheets to his/her preferred recommending persons
Applicants to both PhD and MA programs need to complete three (3) Recommendation Letters, except for MA-OD in MicrofinanceManagement where only 1 recommendation letter is required for admission.

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

**Screens for submission of complete requirements and documents**

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

**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

**Registrar, School of OD**

**Registrar, School of OD**
The Screening Committee interviews the applicant and issues a recommendation on the admission application.

Registrar: Informs the applicant regarding the Screening Committee’s decision.

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