

Institute of Islamic Studies  
University of the Philippines  
Diliman, Quezon City

### **Frequently Asked Questions (FAQs)**

**Re: Temporary Online Processing of requirements for AY 2020-2021 in time of COVID-19**

#### ***A. How do I apply for the Master of Arts in Islamic Studies program?***

***Step 1.*** Prepare the following documents:

1. Letter of Application addressed to the Dean (Macrina A. Morados)
2. Transcript of Records
3. PSA-Birth Certificate
4. PSA-Marriage Contract (For Married Women)
5. Two (2) Passport-sized photos
6. Honorable Dismissal
7. Two (2) Recommendation forms from former professor or former/current employer
8. Medical certificate certifying that you are fit for studies (Note: This is currently deferred due to pandemic)

***Step 2.*** Scan all documents and email to the Office of the College Secretary

Email addresses: (djroldan@up.edu.ph or naarsad@up.edu.ph)

Note: The deadline for submission of documents for the 1st semester AY 2020-2021 is July 10, 2020

***Step 3.*** Prepare for a written exam and oral interview via remote process

#### ***B. What is the maximum number of units I can enroll per semester?***

A full time graduate student may enroll a maximum of 9 - 12 units every semester, provided he/she demonstrates satisfactory capability and competence in academic coursework

#### ***C. How do I avail of IIS Scholarship?***

To avail of IIS scholarship, a student must:

1. Have completed at least 9 academic units in the previous semester with good scholastic standing
2. Have a GWA of 1.75 or better
3. Have no grade of Incomplete, 4.0 or 5.0
4. Show proof of inability to finance studies

\*Qualified applicants may submit a letter of application addressed to the College Secretary

***D. How do I apply for Student Loan?***

You may apply at the Office of Scholarships and Grants. Direct your inquiry to [osgstudentloan.upd@up.edu.ph](mailto:osgstudentloan.upd@up.edu.ph)

***E. How do I view my grades?***

Student may view their grades using their own Computerized Registration System (CRS) account

***F. How do I apply to Drop a course online?***

1. Email your faculty in-charge requesting to drop the course and state your reasons for doing so
2. Wait for communication from the Office of the College Secretary. If your application for dropping is approved, an approved Dropping form and an OUR payment slip shall be sent to you
3. Pay over the counter (OTC) at any Landbank/DBP branch or through your bank's fund transfer service:

Account Name: UPD Revolving Fund

Account Number: 3072-1006-96

4. Email the following documents to [admission.our@upd.edu.ph](mailto:admission.our@upd.edu.ph) with the subject "Bankpayment\_Dropping\_name" for dropping application:
  - a. Signed dropping application form
  - b. Scanned copy of the proof of payment
  - c. Filled out payment slip

***G. How do I file for Leave of Absence (LOA) online?***

1. Apply for LOA in your CRS account
2. Wait for communication from the Office of the College Secretary. If approved, the LOA form shall be sent to you for signature. Print, manually sign, scan then send back to the Institute for the Dean's signature
3. Wait for the signed LOA form with OUR payment slip
4. Pay over the counter (OTC) at any Landbank/DBP branch or through your bank's fund transfer service:

Account Name: UPD Revolving Fund

Account Number: 3072-1006-96

5. Wait for the confirmation email that the fund has been transferred as your proof of payment
6. Email the following documents to [admission.our@upd.edu.ph](mailto:admission.our@upd.edu.ph) with the subject "Bankpayment\_LOA\_name" for LOA application:
  - a. Signed LOA application form
  - b. Scanned copy of the proof of payment
  - c. Filled out payment slip

Note: OUR forwards a pdf copy of these documents to the Cash Office for validation before returning to OUR. OUR distributes copies of LOA form accordingly and tags you in CRS with a *To claim copy of LOA form*

***H. How do I process of Leave of Absence (LOA) extension?***

1. Apply for LOA extension in your CRS account. Wait for communication from the Office of the College Secretary. If approved, a signed LOA form is sent to you for signature
2. Print, manually sign and scan the LOA form
3. Download and fill up the payment slip
4. Pay over the counter (OTC) at any LandBank/DBP branch or via the fund transfer service of your bank
5. Wait for a confirmation email that the fund has been transferred as your proof of payment
6. Email the signed LOA application and payment documents to [admission.our@upd.edu.ph](mailto:admission.our@upd.edu.ph) with the subject "Bankpayment\_LOA\_extension\_name"

Note: OUR shall set the LOA extension application as "paid," distributes copies then tags you in CRS  
Important: When the situation normalizes, you need to claim your LOA form from the OUR

***I. How do I apply to return from LOA?***

1. Email the Office of the College Secretary your intent to return from LOA
2. Accomplish a Return from LOA form and Student Directory with one photo. Scan both forms
3. Obtain a soft copy of Certificate of compliance from the UP Diliman Health Service (if returning from LOA for more than 1 Semester)
4. Send scanned (item 2) and soft copy (item 3) of the required documents to the Office of the College Secretary

Note: You shall be notified by the Institute on the status of your application

***J. How do I apply for readmission from AWOL?***

1. Email the Office of the College Secretary requesting for readmission from AWOL with an attached letter of appeal addressed to the Dean
2. Pay AWOL fee over the counter to any LandBank/DBP branch or via fund transfer
3. Email scanned or soft copies of the following documents to: [iis@up.edu.ph](mailto:iis@up.edu.ph)
  - a. Proof of payment from AWOL fee
  - b. Filled out Payment slip
  - c. Certificate of compliance from the UP Diliman Health Service (if AWOL is over 1 semester)
  - d. Accomplished Student Directory with 1 photo

Note: You shall receive a notification from the Office of the College Secretary on the status of your admission

***K. How do I apply for extension of Maximum of Residence Rule (MRR)?***

Note: Students who fail to finish the requirements of the MAIS program within the prescribed 5-year period are required to enroll for additional 3 units refresher course for every two years of extension of residence

1. Email a Letter of appeal for extension of residence addressed to the Dean
2. Wait for communication from the Institute on the result of your extension appeal for the readmission result. If approved, you may proceed to enlistment.

