



Application for Admission to a Graduate Program

(Revised October 2025)

Guidelines for printing this page

1. This application form uses Arial as its default font. General font size is 10, except for the major headings.
2. Default margins are 0.8 inches in all sides.

Instructions to applicants

1. Please type or print all entries.
2. Accomplish this form completely and submit it to the Graduate Studies Department, UP College of Media and Communication (see address below) together with the following:
 - Formal letter of application addressed to the Dean, UP College of Media and Communication
 - P200 application fee, payable to the UP Diliman Cashier's Office through cash or bank payment
 - Scanned copy of the official transcripts of undergraduate and/or graduate records (original to be presented for verification)
 - Certified copy of diploma or certificate of graduation
 - For Filipino applicants: (a) PSA-issued birth certificate and, for married applicants, (b) PSA-issued marriage certificate for change in surname
 - Two (2) recommendations for admission (see separate form)
 - Two (2) 2x2 recent photo

Updated 2 x photo

Personal Details

Name (Mr./Miss/Mrs./Mx.)			
Home Address			
Mobile Phone		Tel. No.	
Business/Office Address			
Email Address		Tel. No.	
Age		Sex assigned at birth	
Date of Birth		Place of Birth	
Citizenship		Nationality	



Graduate Studies Department

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Graduate Program Application Details			
Graduate Degree Program Applied for (Check one)	MA Communication		
	MA Journalism		
	MA Media Studies (Broadcast)		
	MA Media Studies (Film)		
	PhD Communication		
	PhD Media Studies		
Proposed Start of Graduate Study	1 st semester		Academic Year:
	2 nd semester		
For MA Applicants: Are you currently enrolled in a master's program?	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes		
	If yes, please provide the following information: Name of degree program: Name of university/college: Will you apply for transfer of credits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
For PhD Applicants: Are you currently enrolled in a doctoral program?	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes		
	If yes, please provide the following information: Name of degree program: Name of university/college: Will you apply for transfer of credits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Support			
Are you applying under a special arrangement or scholarship program? If YES, indicate collaborating university or funding agency.			

For the following items, please use a separate sheet if necessary.

Academic Background			
Degree Completed	Name and Address of School	Inclusive Dates of Attendance (month & year)	Honors Obtained



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Graduate Studies Department

College of Media and Communication • University of the Philippines Diliman

Academic Honors, Awards, Scholarships

Membership in Learned Societies or Professional Organizations (indicate positions held, if any)

Work experience (list in chronological order)

Name & Address of Employer	Inclusive Dates (month & year)	Position Held	Nature of Job

Papers published or presented at meetings, seminars and/or conferences

(please provide title of paper and whether sole or co-authored; and event name, date/s, and venue)



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STATEMENT OF PURPOSE AND RESEARCH PLAN

Write a clear and concise essay of not more than 300 words on your purpose in applying to this graduate program and your plans for graduate study and your research plan for the Thesis/Dissertation, if admitted.

Include your specific area/areas of interest, an assessment of your academic, mental and emotional preparedness for graduate study, and your future prospects. **Use a separate sheet if necessary.**

For questions and clarifications, you may email the CMC Graduate Studies Department at cmcgdsd.upd@up.edu.ph. Please use the subject heading *Graduate Program Admission Application Inquiry*.



CERTIFICATION AND DATA PRIVACY CONSENT FORM

I certify that:

I read all the information for the list of graduate programs that are open for applicants, their specific requirements, and understood all the instructions in connection with my application for admission to a graduate degree as a new student of the College of Media and Communication, University of the Philippines.

I understand and agree that the term University of the Philippines (UP) refers to the relevant University of the Philippines System Administration and Constituent University (CU) offices, or any of its officials or authorized personnel.

All the information supplied in support of my application, which includes any appeals thereon that I may be allowed by UP to make are true, complete and accurate.

I am aware that any information furnished in support of my application will be checked against the original documents, and that withholding information or giving false information will disqualify me from admission, or will be a basis for dismissal if I am admitted.

I understand and agree that UP will process my name, photograph signature, sex assigned at birth, address, contact information, the name of my parents, citizenship etc. pursuant to contract under 12 b of the Philippine Data Privacy Act (DPA) [Republic Act No. 10173 | Official Gazette of the Republic of the Philippines](#) in order to determine whether or not I am eligible to enroll for a graduate program in UP.

As for my sensitive personal information, such as information related to my education (if I am applying as a transfer student from another university, or applying for a second degree and whether my undergraduate degree is from another university or UP, schools attended including senior high school, my undergraduate degree, if any; if I am currently enrolled in another university, if all the grades for collegiate courses I previously enrolled in are attached to my application and my educational records as well as if I am a recipient of free tuition pursuant to RA No.10931); information about whether I have been subject to academic or disciplinary sanction by my former school; exact birthdate and age; information about my religious affiliation; it is understood that by entering into a contract with UP through the submission of this application for admission I necessarily grant UP my consent for the processing of my sensitive personal information as required by the applicable rules and regulations that UP adopted pursuant to UPs exercise of academic freedom for the purpose of determining whether or not I am eligible to enroll in UP and for all other related purposes including:

- (a) verifying my identity;
- (b) preventing fraud;
- (c) documenting consent for the processing of my personal data for such application; and
- (d) contacting me regarding my application;

I further certify that I obtained consent from all third persons, whose personal data are provided in my application, to allow UP to process such information as explained in the abovementioned privacy notice and in this certification and consent form, and agree to hold UP free and harmless from all liabilities in connection with the processing of the personal data of such third persons.

I further understand and agree that, at its option and sole discretion, UP may post the results of my application in its bulletin boards pursuant to NPC Advisory Opinion 2018-20 <https://privacy.gov.ph/wp-content/uploads/2022/01/AdOpNo.2018-020.pdf>



While UP obtains my consent for the processing of my sensitive personal information, I understand and agree that UPs processing of my personal data in my application and any appeal thereon as well as supporting documents that I submit is ultimately based on UPs right to exercise academic freedom under the 1987 Constitution, the UP Charter R.A. 9500, other applicable laws such as the Education Act of 1982 and Philippine jurisprudence. The right to academic freedom includes the right of UP to determine who may be admitted to study in UP. You may wish to refer to the case of Garcia vs. Faculty Admissions Committee Loyola School of Theology G.R. No. L-40779 November 28, 1975 68 SCRA 277 (1975) cited in University of the Philippines vs. Arokiaswamy G.R. No. 134625. August 31, 1999 <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/1/36888> which states:

“Wide indeed is the sphere of autonomy granted to institutions of higher learning, for the constitutional grant of academic freedom, to quote again from *Garcia v. Faculty Admission Committee, Loyola School of Theology*, "is not to be construed in a niggardly manner or in a grudging fashion."

Academic freedom: "is a freedom granted to "institutions of higher learning" which is thus given "a wide sphere of authority certainly extending to the choice of students."

I understand that UP is authorized to process my personal data for other lawful purposes as provided under the DPA and other applicable laws including research, processing for the purpose of exercising its right and responsibility of academic freedom, compliance with legal obligations and issuances of public authorities which may include disclosure of my personal data to such public authorities (such as the UNIFAST for reimbursement of the application processing fee), for the purpose of establishing or defending legal claims and defenses, etc. and that therefore UP will continue to securely store my personal data for as long as necessary in order to fulfill such other legitimate purposes as allowed by the DPA and other applicable laws.

I understand that UP stores my personal data pursuant to Sec. 11 (f) of the DPA which states *Provided*, that personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: *Provided, further*, that adequate safeguards are guaranteed by said laws authorizing their processing.

I also understand that UP conducts research on stored, previously processed, de-identified data in order to comply with its legal obligations including its right and responsibility to exercise academic freedom under the 1987 Constitution and the UP Charter. UP as a research university must conduct scientific research in order to produce general demographic information and statistics regarding applicants for admission across various time periods. Such research enables the University to assess whether its policies, programs, as well as procedures and revisions to the same in different years, enable the University, among others, to comply with the UP Charter and to allow the University to provide advice and technical assistance to public authorities such as Congress, the Commission on Higher Education, the UniFAST Board, etc. in accordance with Sec. 7 of the UP Charter. As stated above, before any research is conducted by UP, so that the University will be able to comply with its ethical obligations and uphold my right to privacy, duly authorized UP personnel will remove identifiers from the relevant dataset such that UP's researcher or research teams who will perform operations on such dataset will not be able to identify me or associate any data with me. The research results will only include statistical data and general demographic information that does not identify me and any other data subjects. I note that Sec. 16.C.2 of Memorandum Circular 2023-4 issued by the National Privacy Commission provides that:

The conduct of research where the end results will be anonymized and will only disclose the general demographic of the research subjects does not require the consent of the data subject.

I have also been informed that in the event research to be done will require the use of personal data, UP will comply with all applicable laws, rules and regulations as well as the ethical guidelines issued by the Philippine Health Research Ethics Board pursuant to the Philippine National Health Research System



Act and if so required, UP will obtain my informed consent pursuant to such ethical guidelines for the processing of my personal data for such research.

I am aware that the processing of personal data for my application and any appeal thereon carries risks that may involve the confidentiality, integrity and availability of personal data or the risk that processing will violate the privacy principles and rights of data subjects. I understand that UP has put in place reasonable physical (e.g., access control measures such as locks, security personnel etc.), organizational (e.g., only authorized personnel who have signed the required non-disclosure undertaking and need such personal data to perform their functions are allowed to process such personal data, privacy impact assessments etc.), and technical measures (use of CDN, encryption, multifactor authentication, the conduct of vulnerability and penetration testing and other similar measures for its sites and portals) to prevent or mitigate such risks as stated in the abovementioned privacy notice. I understand that such measures do not guarantee absolute protection against such risks as when systems are subject to targeted cyberattacks, malware, ransomware, computer viruses, etc. However, UP has also adopted measures in order to deal with security incidents or personal data breaches in compliance with the PDPA and NPC issuances (Part 7 Security Incident or Breach Response Procedures of the UP System Data Privacy Manual approved by the Board of Regents [CERTIFIED TRUE COPY DATA PRIVACY MANUAL 2023 EDITION.pdf \(up.edu.ph\)](#) and the corresponding forms for security incident or data breach management [UNIVERSITY OF THE PHILIPPINES SYSTEM ADMINISTRATION INCIDENT OR BREACH REPORT FORM.docx \(up.edu.ph\)](#); [PRELIMINARY ASSESSMENT FORM FOR SECURITY INCIDENTS OR PERSONAL DATA BREACHES \(up.edu.ph\)](#); [Mandatory Notification to NPC.pdf \(up.edu.ph\)](#); [Mandatory Personal Data Breach Notification for Data Subjects.docx \(up.edu.ph\)](#) and [SECURITY INCIDENT OR PERSONAL DATA BREACH REPORT \(up.edu.ph\)](#)).

I agree that I will help keep my personal data secure by, double checking that the email account I will be using for communicating with UP has not been compromised by using [Have I Been Pwned](#), using a strong password for such account <https://itdc.up.edu.ph/about/advisories/2023%2012%2004%20REMINDER%20-%20Use%20Strong%20Passwords%20for%20UP%20Mail%20Accounts.pdf>, when possible activating two factor authentication for the same, not using public, unsecured networks for submitting my personal data or at least using VPN if I use such unsecured networks and keeping my account credentials confidential.

I have been made aware through this certification and consent form about my rights as a data subject to information, access, the right to object to the processing of my personal data, deletion, to lodge a complaint with the National Privacy Commission for the violation of my data privacy rights provided that I first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper DPO through the email address indicated below regarding the processing of my personal data or the handling of my requests for access, correction, blocking of the processing of my personal data and the like and the right to receive damages for such violations pursuant to a valid order of the proper public authority.

I also recognize that while I have the right to correct my personal data, it is my duty to keep my personal data as well as that of relevant third parties updated, to follow the instructions contained in the relevant UP site regarding the manner by which I can correct or update my or third-party personal data within the deadline set for the processing of applications as well as appeals.

I understand and agree that if I wish to withdraw consent for the processing of my application that I must write or send an email to the CMC Graduate Studies Department at (cmcgds.upd@up.edu.ph).

I understand and agree that sending an email to the proper Office of the University Registrar is the most convenient means for me to withdraw such consent. I will attach a copy of my UP ID (or a valid government issued ID card) to such letter or email, so that UP will be able to verify my identity. I also understand that such withdrawal of consent will mean that UP will not be able to process my admission and will not affect any other processing which UP has to perform in order to exercise its academic freedom or comply with other legal obligations including the duty to disclose information required by public authorities etc. i.e., [Republic Act No. 11332 | Official Gazette of the Republic of the Philippines](#) or



Graduate Studies Department

College of Media and Communication • University of the Philippines Diliman

any such other processing allowed by the DPA and other applicable laws.

I am aware that if I should have any data privacy concerns or questions that I may contact the Data Protection Officer of the relevant campus as follows:

Via post

INSERT COMPLETE ADDRESS

Through the following landlines

INSERT TELEPHONE NO(S)

Through email

INSERT ACTIVE E-MAIL ADDRESS

SIGNATURE OVER PRINTED NAME OF APPLICANT

Date: _____