



# UNIVERSITY OF SANTO TOMAS The Graduate School



## ONLINE ENROLLMENT PROCEDURE (1st Term 2020-2021)

**Courses are subject to availability of slots. Enroll NOW!**

Please read carefully and follow instructions.

### Step 1: Student Satisfaction Survey

#### For OLD Students:

Fill out Student Satisfaction Survey (SSS). Access the SSS at <https://esurvey.ust.edu.ph/> or through your My USTe Student Portal.

#### Important Note:

Registration of students who have NOT accomplished the SSS will NOT be processed.

#### For New Students:

Please proceed to Step #2.

#### Important Note:

For new students who have not received their student numbers yet, kindly write "000" as your student number in the google form. My USTe Student Account is unavailable for new students without student numbers. Assessed fees and payment instructions shall be sent directly to your email address.

### Step 2: Pre-Enlistment (July 22-29, 2020)

Fill out google form as follows:

#### APPLIED SCIENCES Cluster:

<https://forms.gle/C1Buzo32itpwNzhM6>

#### HEALTH SCIENCES Cluster:

<https://forms.gle/VLH8wcvqs7J1JDmJ6>

#### ARTS and HUMANITIES Cluster:

<https://forms.gle/vScXryojDWPoBKyw6>

#### BUSINESS and MANAGEMENT Cluster:

<https://forms.gle/ou5AGdC6yqR7oe68>

#### NATURAL and PHYSICAL SCIENCES Cluster:

<https://forms.gle/t1A8Q4dDvS5eXtPh7>

#### SOCIAL SCIENCES and EDUCATION Cluster:

<https://forms.gle/WveFhZcf1jTUPKRi8>

\* To find out which Cluster where you belong, please refer to next page.

#### Important Note:

Kindly refer to our website for the List of 1st Term Tentative Online Course Offerings and Schedule of Fees. Courses that will not meet the minimum required number of students may be dissolved.

### Step 3: Advising (July 22 - 29, 2020)

Program Leads shall review your information and approve your courses. This will take 3-5 days upon receipt of your pre-enlistment form.

### Step 4: Encoding of Courses (July 30 - 31, 2020)

Graduate School support staff shall encode approved courses for enrollment.

### Step 5: Assessment (August 3-5, 2020)

Assessed fees will be available for viewing on August 5, 2020. Please check pages 3-8 for instructions:

### Step 6: Payment (August 5-7)

Refer to your My USTe student portal for payment instructions.

**Start of ONLINE Classes:  
August 13, 2020**

**Login to your UST Cloud Campus  
([ust.blackboard.com](https://ust.blackboard.com)) using your UST  
GSuite Account to access your courses.**

# Master's degree programs

## Applied Sciences:

- Master of Science in Architecture
- Master of Science in Management Engineering
- Master of Science major in Chemical Engineering
- Master of Science in Electronics Engineering

## Arts and Humanities

### Master of Arts in:

- Communication
- Creative Writing
- Cultural Heritage Studies
- Journalism
- Music
- Theology
- Theology major in Social/Pastoral Communication

### Master of Arts major in:

- English Language Studies
- History
- Literature
- Marketing Communication
- Philosophy

### Master of Fine Arts

## Business and Management

Master in Business Administration  
Master in Business Administration major in Entrepreneurship

### Master of Arts major in:

- Hospital Administration

Master of Science in  
Human Resource Management

## Health Sciences

Master of Arts in Nursing

### Master of Science in:

- Medical Technology
- Occupational Therapy
- Pharmacy
- Physical Therapy

## Natural and Physical Sciences

### Master of Science major in:

- Biology
- Chemistry
- Food Science
- Microbiology

Master of Science in Applied  
Physics major in Medical Physics

## Social Sciences and Education

### Master of Arts major in:

- Development Studies
- Economics
- Guidance and Counseling
- Political Science
- Public Administration
- Clinical Psychology
- Industrial Psychology

### Master of Arts in Education major in:

- Curriculum and Instruction
- Educational Management and Leadership

Master of Arts in Library and  
Information Science

Master in Health Professions  
Education (Non-Thesis)

# Doctoral degree programs

## Arts and Humanities

### Doctor of Philosophy major in:

- English Language Studies
- History
- Literature
- Philosophy

Doctor of Philosophy in Theology

Doctor of Philosophy in Music  
major in Performance

## Business and Management

Doctor of Philosophy in  
Human Resource Management

### Doctor of Philosophy major in:

- Commerce

## Natural, Physical, Applied and Health Sciences

Doctor of Philosophy major in Biology

Doctor of Philosophy major in Chemistry

Doctor of Philosophy major in Medical Technology

Doctor of Philosophy in Pharmacy

Doctor of Philosophy in Health Research  
(by Research Program)

Doctor of Philosophy in Architecture / Built  
Environment (by Research Program)

## Social Science and Education

Doctor of Education major in  
Curriculum and Instruction

Doctor of Philosophy in Education major in  
Educational Management and Leadership

### Doctor of Philosophy major in:

- Development Studies
- Economics
- Political Science
- Public Administration
- Clinical Psychology

## Assessment/Payment Step by Step Procedure

<https://myuste.ust.edu.ph/student/>

**1. GO TO MYUSTE PORTAL**



Senior High School and College  
Student Portal

### LOGIN

Username:

Sample username: 2011001234

Password:

Security Check



I'm not a robot



reCAPTCHA  
Privacy - Terms

Login

[Forgot your password?](#)

### GUIDELINES

» [Step-by-step procedure for Online Enrollment](#)

### ANNOUNCEMENT

To: All SHS Students


RE: Orientation

**2. Enter your username and password**

- [College of Accountancy](#)
- [College of Architecture](#)
- [Faculty of Arts and Letters](#)
- [College of Commerce and Business Administration](#)
- [College of Tourism and Hospitality Management](#)
- [College of Education](#)
- [Faculty of Engineering](#)
- [Graduate School of Law](#)
- [Graduate School](#)
- [Institute of Information and Computing Sciences](#)
- [Institute of Physical Education and Athletics](#)
- [Faculty of Medicine and Surgery](#)
- [Conservatory of Music](#)
- [College of Nursing](#)
- [Faculty of Pharmacy](#)
- [College of Rehabilitation Sciences](#)
- [College of Science](#)



Assessment/Payment Step by Step Procedure



UNIVERSITY OF SANTO TOMAS

**MYUSTe**

Espeña Blvd., Sampaloc, Manila


Senior High School and College  
Student Portal

ProfileGradesCourse DetailOnline TransactionsBilling/feesEvaluationDownloadablesAccountLogout

myUSTe > Profile

Personal Information


Student Number	2019241527
Last Name	
First Name	M
Middle Name	M
Auxiliary Name	-
Birth Date	30-NOV-1996
Birth Place	VINTAR, ILOCOS NORTE
Gender	F
Religion	R. CATHOLIC
Address Line 1	1215 ALABANG ST., SAMPALOC,
Address Line 2	MANILA
Civil Status	SINGLE
ACR No.	-



GRADUATE SCHOOL (1938)


Nationality	FILIPINO
Legal Status	CITIZEN OF RP
Baptized In	MANILA
Postal Code	1008
Employer's Tel. No.	4061611 LOC 8254
Working Status	WORKING

search



3. Click Online Transactions and select Online Assessment

# Assessment/Payment Step by Step Procedure



UNIVERSITY OF SANTO TOMAS

**MYUSTe**

Espeño Blvd., Sampaloc, Manila

Senior High School and College  
Student Portal

Profile

Grades

Course Details

Online Transactions

Billing/Fees

Evaluation

Downloadables

Account

Logout

**GUIDELINES**

- » Step-by-step procedure for Online Enrollment
- » Account Activation Guide
- » Frequently Asked Questions
- » Payment Thru BPI
- » Payment Thru Metrobank

myUSTe > Online Assessment

**Welcome MA**

Student Number	20
Program	MS HUMAN RESOURCE MANAGEMENT
Term	First Term
Academic Year	2020 - 2021
Online Assessment Activity logs:	
Payment Term	Full Payment
Amount to pay	PHP 24,227.00
Assessment Date	08/01/2020
Status	Awaiting payment / Processing payment


[Click here to change Academic Year and Term for Online Assessment](#)

**You can now start your online assessment by simply clicking the link below**

[Start Enrolment](#) by viewing advised courses

4. Click **START ENROLMENT**

# Assessment/Payment Step by Step Procedure



UNIVERSITY OF SANTO TOMAS

**MYUSTe**

Espeño Blvd., Sampaloc, Manila

Senior High School and College  
Student Portal

ProfileGradesCourse DetailsOnline TransactionsBilling/FeesEvaluationDownloadablesAccountLogout

myUSTe > Online Assessment > Advising

**ADVISING**

[STEP 1/3]

List of courses advised by the Office of the Dean

Student Name

Student Number

Program

Term

Academic Year

MS HUMAN RESOURCE MANAGEMENT

First Term

2020 - 2021

**LIST OF COURSES / SUBJECTS**

Course Title	Course Schedule
ST. THOMAS AND CRITICAL THINKING	W 06:00pm - 09:00pm Rm.
QUANTITATIVE BUSINESS ANALYSIS AND STATISTICS	S 11:00am - 02:00pm Rm.

Next Step Assessment

4. Click Next Step Assessment

# Assessment/Payment Step by Step Procedure

ASSESSMENT

[STEP 2/3]

Student Name			
Student Number			
Program	MS HUMAN RESOURCE MANAGEMENT		
Term	First Term		
Academic Year	2020 - 2021		

Payment Terms: FULL PAYMENT

Break down of Fees (Click the + sign to expand)

[Click here for printer friendly version](#)

-

OTHER CHARGES

COMPUTER

766.00

+

OTHER FEES

+

TUITION

+

MISC

Full Payment:

PHP 24,228.00

Total Fee Assessed:

PHP 24,228.00

Amount to pay:

PHP 24,227.00

Old Account:

-PHP 1.00

Select a bank:

☒ Payment via BPI

☐ Payment via Metrobank

Payment Information

Back

Click the + sign to view breakdown of fees

5. Select a bank and click Payment Information

# Assessment/Payment Step by Step Procedure

## GUIDELINES

- » Step-by-step procedure for Online Enrollment
- » Account Activation Guide
- » Frequently Asked Questions
- » Payment Thru BPI
- » Payment Thru Metrobank

## Payment via BPI [STEP 3/3]

Payment Terms: **FULL PAYMENT**

You selected to pay **PHP 24,227.00**

[Click here to pay via Metrobank](#)

### 1. DEPOSITORS of BPI or BPI Family Savings Bank - ATM, Phonebanking or Internet:

Note: Mobile banking not included.

#### a. ATM & Phonebanking - prior enrollment of UST as a merchant is necessary.

- Enroll UST as a merchant: BPI depositors may go to any BPI branch; BPI Family Savings Bank depositors may go to any BPIFAM branch.
- Enroll your 10-digit Student Number as the "Reference Number"
- Upon enrollment, you may start paying the next day
- ATM Banking - any BPI ATM nationwide
- Phonebanking - Call 89-100

#### b. Internet Banking -

- Go to <http://www.bpiexpressonline.com>
- Personal login
- Go to "Bills payment"
- Go to "Enroll all other bills" (if UST is not yet enrolled)
- Go to Bill Information - Drill down and click "USTSCH"
- Enter 10-digit Student No. under "Reference No."
- Upon enrollment, you can start paying immediately

### 2. NON-BPI Depositors - Over-the-counter payment

#### a. Go to any BPI branch nationwide.

#### b. Fill-out Deposit/Payment Form

Merchant's Name	University of Santo Tomas (USTSCH)
Reference No.	10-digit Student Number
Planholder's Name	Student Name
Mode of Payment	Cash/Check
Amount of Payment	Php xxxxx

#### c. Present payment slip to BPI teller together with cash/check

#### d. Get validated copy and verify accuracy of information entered therein.

FOR A VALID ONLINE ENROLLMENT, PAYMENT SHOULD NOT BE LESS THAN THE "AMOUNT DUE" AND SHOULD BE MADE WITHIN THE SAME DAY OR THE NEXT BANKING DAY. PAYMENTS OF LESS THAN THE "AMOUNT DUE" WILL NOT BE ACCEPTED.

[Back](#)

[End of Assessment](#)

[myUSTe](#) > [Online Assessment](#) > [Payment via BPI](#)

demo.ust.edu.ph says

Enrollment is completed upon payment.

Two (2) banking days after payment, you will receive an email confirming that you are officially enrolled. If no email is received, you may send email to the UST Treasury Department through [treasury\\_inquiry@ust.edu.ph](mailto:treasury_inquiry@ust.edu.ph) for verification.

OK

Pop-up message after clicking End of Assessment

6. Click **END OF ASSESSMENT**