

Enrollment extended until June 23,2021 ENROLLMENT PROCEDURE Special Term AY 2020-2021



PRE-ENLISTMENT (June 9-16)

Fill out the google form.

Old Students: https://forms.gle/qEP2Rts4gnEzdWKA7

New students: https://forms.gle/KctG9Bt7kp6vzcJL6



ADVISING

Program Leads shall review your information and approve your courses.



Assessed fees will be available



CONFIRMATION

Wait for an acknowledgement.



ENCODING OF COURSES

Graduate School support staff shall encode approved courses for enrollment.



for viewing in your My USTe student portal.

Note:

A student number is required to access My USTe student portal account. For NEW Students who have not received their student numbers, please contact

Start of Classes: June 21, 2021

PAYMENT (June 17&18)

Refer to your My USTe student portal for payment instructions.

Special Term Tuition Fee must be paid in FULL. Installment transaction is not applicable.







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

Start Enrolment by viewing dvised courses

4. Click START ENROLMENT

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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

- 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 <u>http://www.bpiexpressonline.com</u>
- 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
 - Mode of Payment
 - Amount of Payment
- Php xxxxx

Student Name

Cash/Check

- c. Present payment slip to BPI teller together with cash/check
- d. Get validated copy and verify accurate of information entered therein.

FOR A VALID ONLINE ENROLLMENT A AYMENT 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



6. Click 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 for verification.

ОК

Pop-up message after clicking End of Assessment