



UNIVERSITY OF SANTO TOMAS  
GRADUATE SCHOOL  
**ONLINE Application**  
for 1st Term A.Y. 2021-2022



**1. FILL OUT**

Fill out the following forms:

1. Application Form

[http://graduateschool.ust.edu.ph/wp-content/uploads/2014/10/gs-application\\_fillable.pdf](http://graduateschool.ust.edu.ph/wp-content/uploads/2014/10/gs-application_fillable.pdf)

2. Referral Form

[http://graduateschool.ust.edu.ph/wp-content/uploads/2014/10/gs-referral-form\\_fillable.pdf](http://graduateschool.ust.edu.ph/wp-content/uploads/2014/10/gs-referral-form_fillable.pdf)

**Important Note:**

Only one (1) referral form is required. This confidential form must be directly emailed to our office by the recommender. Referral form should come from a professor of previous school attended or current immediate supervisor at work.

**2. PREPARE DOCUMENTS**

Prepare separate PDF copies of the following documents:

- Application Form (with photo)
- Admission Essay (see instructions given on page 2 of the application form)
- Certificate of General Weighted Average (GWA) or GPA
- Transcript of Records
- Certificate of Good Moral Character (from previous school attended)
- For MBA applicants: Certificate of Employment
- For PhD applicants who earned degrees outside UST: Abstract Page and Approval Sheet of MS/MA thesis.
- For foreign applicants from EFL countries (English as a Foreign Language): TOEFL, IELTS or TOEIC

**3. PAY AND SUBMIT**

Deposit application fee (Php 300 for Local applicants; Php 750 for Foreign applicants) at UST accredited bank partner.

Bank name/address:

Bank of the Philippine Islands, España-UST Branch, España, Sampaloc, Manila

Account Name:

University of Santo Tomas

Account Number:

0151-0000-45

Include PDF file of deposit slip in your email submission.

Submit PDF copy of documents via email to:

[graduate-school.admission@ust.edu.ph](mailto:graduate-school.admission@ust.edu.ph)

**4. CHECK EMAIL**

Wait for an email confirmation regarding the status of your application. This notification will be sent on or before August 2, 2021.

Deadline of Application:

August 7, 2021

**Reminder for foreign applicants:**

Once accepted, foreign students must pay the out-of-state fee prior to enrollment.

Classes Start **August 9, 2021**