



# UNIVERSITY OF SANTO TOMAS The Graduate School



## LATE ENROLLMENT PROCEDURE (1st Term 2021-2022) (Beginning August 26, 2021)

### Step 1

**Fill Out** Pre-Enlistment Form.

<https://forms.gle/8HqG4T6PUcRQtnbn9>

### Step 2

**Upload** required documents  
documents through the link below;

- 1) Letter of appeal addressed to the Secretary General signed by the student and noted by the course facilitator/s (in pdf file).
- (2) A Study Plan prepared by the course facilitator/s, indicating the dates of missed classes and the schedule of make-up classes for the student (in MS Word file).

<https://forms.gle/7ZZ94eAMqKRGnkS37>

Note: Study Plan is not applicable to TW and DW courses.

### Step 3

**Wait** for an acknowledgment.