



# OnSite

## WRITTEN COMPREHENSIVE EXAMINATION

# APPLICATION PROCEDURE

### SPECIAL TERM AY 2024-2025

**1**

### SECURE

a copy of your Temporary Transcript of Records from the Registrars Office (2nd Floor, Main Building)


**Requirements for M.A./M.S.: 30 Academic Units**

- 6 units of prerequisite courses
- 9 units of core courses
- 15 units of specialization courses

**Requirements for Ph.D./Ed.D.: 39 Academic Units**


- 9 units of philosophy courses/applied courses
- 30 units of specialization courses

*Am I qualified to take the WCE?*



**2**

### Accomplish the application form


Download 

*What courses should I select for WCE?*

M.A./M.S. students must choose six (6) courses (2 core and 4 specialization)


Ph.D./Ed.D students must choose eight (8) specialization courses

**Note: On-going courses are not allowed.**



**3**

### Pay WCE fee through Treasury Department




- Print WCE payment slip
- Proceed to Cashier's office, 2nd Floor, Main Building (For clearance and for payment)

Monday-Friday  
8:30-11:00am; 1:00-4:00pm

*How much is the WCE application fee?*

MA/MS: Php **4,500.00**

PhD/EdD: Php **5,500.00**



**Onsite payment begins on April 2, 2025**

**4**


### SUBMIT

Pdf copies of your grades, WCE application form and copy of official receipt at the UST Graduate School Office Window.

*USTGS Office Schedule*

Tuesday - Friday  
10:00am-7:00pm

Saturday  
8:00am-5:00pm



**5**

### Check our website

<http://graduateschool.ust.edu.ph/> for the posting of your WCE schedule on **June 25, 2025.**


Two courses will be allotted per day (9:00AM - 12:00nn).

*When is the WCE?*

MA/MS: **July 4, 5, 11, 2025**

PhD/EdD: **July 4, 5, 11 & 12, 2025**

**VENUE: TARC Building**



**Deadline of WCE Application is on April 30, 2025.**

**Schedule of WCE Orientation is on June 27, 2025 (6:00-7:00pm). All WCE test-takers are REQUIRED to attend the Orientation. The link for the orientation will be sent to your email address by June 21, 2025.**

For inquiries, please contact: [wce.gs@ust.edu.ph](mailto:wce.gs@ust.edu.ph) or call at **02-8731-5396**

or visit the **USTGS Office** and look for MR. LINOI MARCAIDA

(Tuesday - Friday, 10:00am-7:00pm; Saturday, 8:00am-4:00pm)