



University of the Philippines
INTEGRATED SCHOOL

APPLICATION FOR ADMISSION TO KINDERGARTEN AY 2023-2024 **Information and Guidelines for Parents**

I. Some Important Considerations

- A. The UPIS will admit **only one hundred (100)** students at Kindergarten for the Academic Year 2023-2024 through a **face-to-face admission test at UPIS**.
- B. The UPIS, as a service school of the University, has an admissions policy that mandates a 60-40 ratio of students in favor of children of UP personnel who are either permanent, temporary, or UP contractual upon application.
- C. The UPIS uses Filipino as medium of instruction from Kindergarten to Grade 4.

II. Qualifications for Admission

- A. Only those born within **August 01, 2017 to July 31, 2018 are qualified to apply**.
- B. They should NOT have taken the UPIS Kindergarten Admission Test before.

III. General Instructions to Applicants/Parents

A. Application Procedures

APPLICATIONS ARE TO BE SUBMITTED THROUGH **ONLINE MEANS ONLY**.

1. Accomplish completely **UPIS KAT 2023 Form 1 (for SOA)** in this link:

<https://tinyurl.com/KAT2023Form1>

Note that KAT Form 1 is for the Statement of Account (SOA) and **NOT THE APPLICATION FORM YET**.

2. Prepare the following requirements:
 - a. Recent photo of applicant
 - b. Scanned copy or photo of original birth certificate from the Philippine Statistics Authority (PSA), formerly NSO (Make sure that the barcode and numbers at the bottom part of the document is seen.); For those born abroad, include a clear scanned copy or photo of original passport



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Additional requirements For UP employees:

- c. 2023 Certification of Employment issued by HRDO
- d. For dependents who are **adopted**, proof of adoption

3. Payment Procedures*

- a. Wait for the Statement of Account (SOA) to be sent to the email provided by the applicant. This will be sent at least a day after UPIS KAT 2023 Form 1 (For SOA) is submitted.
- b. Pay the amount due (Php 450.00) by following the instructions in the email that will be sent.
- c. Take a CLEAR screenshot/photo of the proof of SUCCESSFUL payment/transaction.
- d. Follow instructions on submission of proof of payment indicated in the email.
****Please wait for the SOA before payment.***

4. UPIS KAT 2023 Form 2 (Application Form)

The link to the UPIS KAT 2023 Form 2 (Application Form) will be sent in the email with the SOA.

MAKE SURE TO ACCOMPLISH UPIS KAT 2023 FORM 2.
OTHERWISE, THE APPLICATION WILL NOT BE PROCESSED.

IMPORTANT:

WAIT FOR THE SOA BEFORE PAYMENT. PAYMENT IS NON-REFUNDABLE.
ACCOMPLISH UPIS KAT 2023 FORM 2 (APPLICATION FORM) COMPLETELY.

B. Important Dates

Application Period	January 30-February 17, 2023
Issuance of Test Permits	March 13, 2023
<i>Details of the KAT will be issued with the test permit.</i>	

Examination Dates	April 11-14, 2023
Release of Results	May 26, 2023