



OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 17-013

TO: ALL DEANS, DIRECTORS AND HEADS OF UNITS

FROM:   
EVANGELINE C. AMOR, Ph.D.   
Vice-Chancellor for Academic Affairs

SUBJECT: Academic Advising of International Students  
1<sup>st</sup> Sem AY 2017-2018

DATE: 25 July 2017

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Sixty-seven (67) international students are expected to enroll in UPD for the 1<sup>st</sup> Semester of AY 2017-2018. This number includes: a) new exchange students who are covered by MOA s with partner universities b) continuing exchange students who will be enrolling for another semester and c) short-term cross-registrant students who are coming in on their own to experience academic life in UPD. To enable these students to go through the registration process without much difficulty in their one-semester or one-year stay, we request that:

1. College/departments allot one or two slots in courses that inbound exchange students have initially selected based on their degree programs in their home universities.  
Important: Kindly see attached list of requested courses, for reference.
2. The OIC for Office of International Linkages Diliman (Dr. Percival F. Almoro) and the Office of the University Registrar (Dr. Ma. Theresa T. Payongayong) be allowed to coordinate with colleges/departments for class enlistment.
3. Faculty, students and staff assist them during the registration period.

The OVCAA, through its Office of International Linkages, is also exerting efforts to ensure that our outbound exchange students are accorded the same treatment in their host universities abroad.

Please coordinate with: OIC for OILD, Dr. Percival F. Almoro and staff, Mr. Jeffrey Abellon and Ms. Aura Fe Julia Carbonilla at voip 2561.