



APPLICATION PROCEDURE AND REQUIREMENTS

MA and PhD in SOCIOLOGY

Due to our current public health situation, the Department of Sociology has adjusted the process and requirements to apply to its MA Sociology and PhD Sociology programs *only* for 2nd Semester 2021-2022. Please read the following carefully. For any questions, please send an email to: gradsocio.upd@up.edu.ph.

APPLICATION PROCEDURE:

1. Prepare and scan the required documents (see [page 2](#)).
Take note of the following file naming format:
SURNAME_INITIALS OF GIVEN NAME AND MIDDLE NAME_Type of Document
 - a. RIVERA_MCR_Application Letter.pdf
 - b. RIVERA_MCR_TOR Undergrad.pdf
 - c. RIVERA_MCR_TOR MA.pdf
 - d. RIVERA_MCR_CV.pdf
 - e. RIVERA_MCR_ID.jpg or RIVERA_MCR_ID.pdf
 - f. RIVERA_MCR_TOEFL.pdf
2. Fill out the [Google form](#) and upload all the required documents.
3. Request two professors and/or employers to submit their recommendations letters through another [Google form](#). Send your referees this Google form link: <https://forms.gle/WDTAkScaWVA9rmSe6>
4. You will receive instructions on how to pay the application fee after you submit you submit your application.
5. We will communicate with you if we need additional documents and information during the evaluation process.
6. You will receive the result of your application before the end of January 2022.

We should receive your complete applications to the MA and PhD Sociology programs, including all requirements and recommendation letters on or before **December 19, 2021, Sunday** (up to 11:59 PM) only for this 2nd Semester 2021-2022 (instead of our usual deadline of October 30). *Any application received by email, mail, or in person after this date will not be considered.*



REQUIRED DOCUMENTS TO UPLOAD

- 1) Application letter addressed to:

Maria Bernadette L. Abrera, PhD
Dean
College of Social Sciences and Philosophy
University of the Philippines
Diliman, Quezon City, Philippines

The application letter also serves as a statement of purpose. Be sure to indicate the program to which you are applying (MA Sociology) and for what semester (2nd Semester 2021-2022), as well as your research interests and reasons for applying to the program. The letter is also an opportunity to explain how your prospective graduate education in Sociology fits into your overall plans.

- 2) Official transcript of records of undergraduate degree (and graduate degree(s), if applicable)
- 3) Curriculum vitae (CV)
The CV has no specified format. ***But it should include the following at the minimum:***
 - applicant's **complete** name and contact information (e.g., address, email, telephone number/s)
 - educational attainment, years of attendance in specific schools/universities, and any degrees earned, including graduation year
 - work experience and position, if any
 - names and **complete** contact information (office address, email and telephone number/s) of two references who are providing recommendation letters on your behalf
- 4) **One** valid ID (e.g. school ID, work ID, passport, etc). The name on the ID submitted should match the name on the transcript of records. If not, please explain in your email (e.g., due to marriage, court-approved change of name, etc.)
- 5) **Two** letters of recommendation that evaluate the applicant's potential for graduate work at the Master's or PhD level. **At least one letter** should come from a former professor or recognized authority in Sociology or the social sciences. The other letter may come from an employer, mentor, or any person in a position to evaluate the applicant's potential for graduate work at the Master's or PhD level, except the applicant's family members and relatives.



Recommendation letter providers should send their recommendation letters through a separate [Google form link](#). They can either use this [recommendation form](#) or opt to write their own recommendation letter. Recommendation forms/letters should not be sent to the applicant, as the letters are considered confidential.

Recommendation letters must bear the complete name, position, and complete contact information (office address, email and telephone number/s) of the letter writer. They may or may not be signed. The Department of Sociology may contact the providers of recommendation letters during the evaluation process.

- 6) Official report of the Test of English as a Foreign Language (TOEFL) for international student applicants whose native language is not English and/or who come from an institution where the medium of instruction is not English.

- 7) Payment of the following non-refundable application fee:

Php 100 for Filipino citizens

US\$ 25 for non-resident aliens

Applicants will be given instructions on how to pay the application fee upon receipt of application materials.

Additional required document for PhD Applicants ONLY:

- 8) Applicant's academic plans, research interests, and proposed dissertation topic (2-3 pages, single-spaced)

This short write-up should dovetail with what you discussed in your application letter. This is an opportunity for you to further elaborate your research interests and potential dissertation topic, why you are interested in such topic, and how you see your prospective graduate education in this context.



POST-ACCEPTANCE REQUIREMENTS FOR MA AND PHD SOCIOLOGY APPLICANTS

Applicants who are accepted to the MA and PhD Sociology programs should anticipate the need to submit the following documents (all in original, unless otherwise indicated) so that UP Diliman could process their official admission into these programs. These documents will need to be submitted to the Office of the Graduate Program (OGP) of the College of Social Sciences and Philosophy (CSSP) when work in UP Diliman offices resumes and prior to the Second Semester 2021-22.

1. Application form with GWA (General Weighted Average) certification as seen here: http://web.kssp.upd.edu.ph/images/Admissions/Graduate_Program/Graduate_Program_Application_Form_Feb_2020.pdf
2. Application letter addressed to the Dean (signed)
3. Curriculum vitae (CV)
4. Original and photocopy of PSA-authenticated birth certificate
5. Original and photocopy of PSA-authenticated marriage contract (for married women)
6. Original and certified true copy of official Transcript of Records (OTR/TOR)
7. Transfer credential / honorable dismissal (for non-UP graduates)
8. 2 passport-sized photos