



**UNIVERSITY of the  
IMMACULATE CONCEPTION**  
*Davao City, Philippines*

**A.Y. 2025 – 2026**

# Enrollment Guide

**New Applicants and Transferees**

- Basic Education (K-10 and SHS)
- College
- Graduate School

**#UICDavao #ChooseUIC #FaithExcellenceService  
#CARESandLEADSSHAPESwithaBIGHEART**



# Basic Education DEPARTMENT

## Curricular offerings:

Pre School

Grade School

Junior High School

Senior High School

- **Academic Track**
  - STEM
  - HUMSS
  - ABM
  - GAS
- **TVL Track**
  - Home Economics
  - ICT
- **Arts & Design Track**
  - Performing Arts

## Admission requirements:

- Form 138 (Report Card) (At least 3rd quarter/grading)
- 2x2 ID Picture
- (White attire w/ collar & background with 2x3 haircut for Boys)
- Clear whole body picture (Short Sleeves)
- Original PSA
- ESC/QVR Certificate
- Good Moral Certificate
- Recent Address
- Active Email Address
- Updated Contact Number







## Enrollment process:

### 1. TAKE THE ENTRANCE EXAM

Please visit the Guidance and Testing Center Office to take the exam. You may also email them to obtain your results.

### 2. SUBMIT REQUIREMENTS

Proceed to Registrar's Office to present enrollment requirements.

### 3. VALIDATION

Registrar's staff validates and verifies documents.

### 4. FILLING OUT

Fill out the Enrollment Form.  
[https://newbedsis.uic.edu.ph/online\\_enrollment](https://newbedsis.uic.edu.ph/online_enrollment)

### 5. ENCODING

Proceed to the encoding area in the lobby to upload documents in the BEDSIS for profiling.

### 6. PAY

Proceed to the Cashier with the Student Enrollment form and credentials to pay enrollment fees.





SCAN ME



**K-12** Entrance  
Examination is **ongoing!**

**Schedule Now!**

[bit.ly/UICBEDEExamBookingForm](https://bit.ly/UICBEDEExamBookingForm)

# College DEPARTMENT

## Program offerings:

### College of Accounting and Business Education

- Bachelor of Science in Accountancy
- Bachelor of Science in Management Accounting
- Bachelor of Science in Accounting Information System
- Bachelor of Science in Real Estate Management
- Bachelor of Science in Business Administration Major in:
  - Marketing Management
  - Financial Management
  - Human Resource Management

### College of Arts and Humanities

- Bachelor of Arts in Communication
- Bachelor of Arts in English Language Studies
- Bachelor of Arts in Psychology
- Bachelor of Science in Psychology
- Bachelor of Arts in Philosophy Specializing in:
  - Law
  - Management
  - Research

### College of Computer Studies

- Bachelor of Science in Information Technology
- Bachelor of Science in Information Systems
- Bachelor of Science in Computer Science

### College of Engineering and Architecture

- Bachelor of Science in Architecture
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electronics Engineering

### College of Nursing

- Bachelor of Science in Nursing

### College of Human Environmental Science and Food Studies

- Bachelor of Science in Nutrition and Dietetics
- Bachelor of Science in Hotel, Restaurant, and Institutional Management
- Bachelor of Science in Tourism Management

### College of Medical and Biological Sciences

- Bachelor of Science in Medical Technology / Medical Laboratory Science
- Bachelor of Science in Biology

### College of Music

- Bachelor of Music in Music Education

### College of Pharmacy and Chemistry

- Bachelor of Science in Chemistry
- Bachelor of Science in Pharmacy
- Bachelor of Science in Pharmacy Major in Clinical Pharmacy

### College of Teacher Education

- Bachelor of Early Childhood Education
- Bachelor of Elementary Education
- Bachelor of Special Needs Education
- Bachelor of Physical Education
- Bachelor of Secondary Education Major in:
  - English
  - Filipino
  - Sciences
  - Mathematics (specialized in Business Education and Computing Education)







## Admission requirements:

### For New Student:

- FORM 138 (SHS Report Card)
- Original PSA
- Clear whole body picture (Short Sleeves)
- Good Moral Certificate

### For Transferee Student:

- Transcript of Record (TOR)
- Honorable Dismissal
- Original PSA
- Clear whole body picture (Short Sleeves)

## Enrollment process:

### ENTRANCE EXAM

Take the entrance exam. You may also opt to take the scholarship exam at the same time as the entrance exam.

### ACCESS

Go to <https://enrollment.uic.edu.ph/> to start your enrollment.

### FILL OUT

Complete the online enrollment application and upload the required documents.

### PAY

Wait for the confirmation message from the Admission and Marketing office (sent to your registered email) and pay on-site or to our payment partners. Don't forget to upload your proof of payment to <https://payment.uic.edu.ph/>

### NOTE:

For Transferees, please prepare your documents to be submitted to the dean of the college of your choice. You may proceed with the entrance exam once you are approved.





SCAN ME



**College** Entrance and  
Scholarship Exams  
are ongoing!

**Book now!**

[bit.ly/UICExamBookingForm](https://bit.ly/UICExamBookingForm)

# Graduate School DEPARTMENT

## MASTERAL DEGREES

### Education Programs (MA)

- Master of Arts in Educational Management
- Master of Arts in Elementary Education
- Master of Arts in Engineering Education
  - Major in Civil Engineering
  - Major in Electronics & Communications Engineering
- Master of Arts in Values Education
- Master of Arts in Religious Education
- Master of Arts in Teaching Chemistry
- Master of Arts in Teaching Physics
- Master of Arts in Education
  - Major in English
  - Major in Information Technology Integration
  - Major in Filipino
  - Major in Mathematics
  - Major in Music Education
  - Major in Physical Education
  - Major in Sociology

### MS Programs

- Master of Science in Medical Technology
  - Major in Biomedical Science
- Master of Science in Pharmacy

### MBA Programs

- Master in Business Administration (Non-Thesis)
- Master in Business Administration (Thesis)
- Master in Business Administration for Health Professionals (Non-Thesis)

### Other Programs

- Master of Arts in Counseling (Non-Thesis)
- Master of Arts in Counseling (Thesis)
- Master in Information System
- Master in Information Technology
- Master in Pastoral Ministry (Non-Thesis)  
Specialized in:
  - Family Ministry and Counseling
  - Pastoral Management
  - Retreat giving and Spirituality

## DOCORATE DEGREES

- Doctor of Philosophy in Education
  - Major in Applied Linguistics
  - Major in Counseling
  - Major in Educational Leadership
  - Major in Filipino
  - Major in Information Technology Integration
  - Major in Mathematics
  - Major in Physical Education
- Doctor in Business Management
- Doctor in Business Management Specialized in Information Systems
- Doctor of Philosophy in Pharmacy







## Enrollment requirements:

- Clear whole body picture (Short Sleeves)
- Transcript of Record
- PSA Birth Certificate
- Honorable Dismissal
- Document attesting to a passed Professional Examination (Optional)
- Marriage Certificate (Optional)

## Enrollment process:

### 1. ACCESS THE ONLINE ENROLLMENT PORTAL

Go to <https://enrollment.uic.edu.ph> to start your enrollment.

### 2. COMPLETE THE APPLICATION AND UPLOAD REQUIRED DOCUMENTS

Fill out the online enrollment application and upload all necessary documents.

### 3. EVALUATION BY PROGRAM COORDINATORS

Wait for your application to be evaluated by the program coordinators.

### 4. EVALUATED AND APPROVAL NOTIFICATION

Once your application is approved, you'll receive an evaluated and approved confirmation message from your program coordinator in your UIC email.

### 5. PAYMENT PROCESS

- Pay your fees on-site or through the designated payment partners.
- Don't forget to upload your proof of payment to <https://payment.uic.edu.ph/>

### 6. SUBMISSION OF DOCUMENTS

- Once you are officially enrolled, you may submit the hard copies of your documents to our Registrar's office at the Fr. Selga Campus.
- For those outside the region, you may mail it to the Registrar's Office, UIC Building, Fr. Selga Campus, Davao City.



# Our Payment PARTNERS



## REMINDER:

Please be advised to send your PROOF OF PAYMENT at <http://payment.uic.edu.ph>



## How to pay at Metrobank?

For Metrobank, just put the following details:

**Account Name:**

University of the Immaculate Conception

**Account Number:**

665-3-66509642-5

(Note: For Over-the-Counter there will be a fee of **P50.00** for every transaction. Also, for Online banking there will be a fee of **P10.00** for every transaction.)

## How to pay at BDO Network Bank?

For BDO Network Bank, just put the following details:

**Account Name:**

University of the Immaculate Conception

**Account Number:**

0400-200-7423-9





# How to pay at Asia United Bank?

For Asia United Bank, just put the following details:

**Account Name:**

University of the Immaculate Conception

**Account Number:**

326-11000658-7



**ML KUARTA PADALA**  
We move your money fast!

**MLHUILLIER PHILIPPINES**

**SENDOUT FORM**

We accept PRENDA  
Bills Payment | Payment Solutions | KPTODIG | ML ePay  
Money Changer | Insurance | ML Travel and Tours | Loans | Dried Fruit Products

**SAMPLE ONLY**

Sender: STUDENT'S NAME Bills Payment: Payment to: \_\_\_\_\_ Amount: ☐ euro ☐ usd  
Cell / Contact No.: \_\_\_\_\_ Account Name: \_\_\_\_\_  
Receiver: UNIVERSITY OF THE IMMACULATE CONCEPTION Account No.: STUDENT'S ID NUMBER **AMOUNT YOU'RE GOING TO PAY**  
Cell / Contact No.: STUDENT MOBILE NUMBER Details: \_\_\_\_\_

The terms and conditions on which service is provided are set out in the reverse side of this form. By signing this form, I acknowledge that I have read, understood and accepted those Terms and Conditions.



**PAWNSHOP • JEWELRY**

**Reminders:**  
1. Please ask for a receipt.  
2. Kindly confirm that the amount indicated in the receipt is the same in the validated amount.  
3. You will receive a text message of your transaction.

*"Dama ang galak at ginawa."*

|   |  |
|---|--|
| NAME OF SENDER:<br><b>STUDENT'S NAME</b>                            | SENDER'S CONTACT NO.:<br><b>STUDENT'S MOBILE NO.</b> |
| ADDRESS:  | E-MAIL:  |
| AMOUNT SEND:<br><b>Amount You're Going to Pay</b>                   | PURPOSE OF TRANSACTION:                              |
| SOURCE OF FUNDS:  | RELATIONSHIP W/ THE RECEIVER:                        |
| NAME OF RECEIVER:<br><b>UNIVERSITY OF THE IMMACULATE CONCEPTION</b> | RECEIVER'S CONTACT NO.:                              |
| ADDRESS:  | E-MAIL:  |
| SENDER'S SIGNATURE:   | ID PRESENTED:  |
| PREPARED BY:  | VERIFIED BY:   |

**RD EXPRESS CASH PADALA**

**BUSINESS PARTNERS**

**SAMPLE ONLY**



**CEBUANA LHUILLIER**  
REMITTANCE / PAYMENT FORM

*Your Signature Here*

I certify that all information are true and correct. I authorize Cebuana Lhuillier to provide information on this transaction subject to the terms and conditions provided herein.

Client's Signature over Printed Name \_\_\_\_\_ Employee's Signature over Printed Name \_\_\_\_\_

TRANSACTION TYPE ☐ SENDING ☐ PAYOUT ☐ AMEND ☐ REFUND ☐ PAYMENT ☐ COLLECTIONS ☐ RENEW ANYWHERE ☐ OTHERS

SENDER (First Name - M.I. - Last Name) or Institution / Company Name  
**STUDENT'S NAME**

RECEIVER (First Name - M.I. - Last Name) or Institution / Company Name  
**UNIVERSITY OF THE IMMACULATE CONCEPTION**

For sending transaction amounting to 50,000 pesos and above only

Purpose of Sending Remittance: \_\_\_\_\_

Relationship to the Receiver: \_\_\_\_\_

Mobile Number  
**STUDENT MOBILE NO.**

e-Mail / Birth Date  
**youremail@sample.com**

Amount  
**AMOUNT YOU'RE GOING TO PAY**

Control No. / Account No. / Reference No.  
**STUDENT'S ID NUMBER**

Personal Message of Para Padala Sender:

**SAMPLE ONLY**



# Scholarship OFFERINGS

## Institutional Scholarship

### Mother Ignacia – Honors Scholarship (MIHS)

**Qualification:**

Given to incoming first year college students who achieved “With Highest Honors” or 98% GWA or above with at least 80 total number of graduates during their senior high school.

**Requirement:**

Certificate of Honor with GWA ,and the total number of graduates during their senior high school.

### UIC Scholarship Exam

- [bit.ly/UICExamBookingForm](https://bit.ly/UICExamBookingForm)

### Mother Ignacia Teacher Educator Assistance Program (MITEAP)

1. Must be a senior high school graduate from any schools accredited by the Department of Education;
2. Must have at least a general weighted percentage average of 85% and no grades below 82%;
3. Must be willing to enroll in any of the following degrees:
  - a. Bachelor of Special Needs Education (3 slots)
  - b. Bachelor of Early Childhood Education (3 slots)
  - c. Bachelor of Secondary Education major in Filipino (4 slots)

### Student Assistant Grant Program (SAGP)

- required to work at least 4-5 hours a day
- available for CAH, CAFE, CTE students only



## Varsity / Sports / School Paper / Ignacian Cultural Dance Troupe

- Tuition Fee Discount

## Siblings Discount

### Qualifications:

Applicable to students who are the third, fourth, and fifth child enrolled in the University only.  
From Elementary to Post Graduates. Graduates or Not Enrolled are not included.

## Other Scholarship

### Private Partners

- Antonio O. Florendo Sr. Foundation, Inc. (AOFF)
- BPI Foundation
- RB Nograles Scholarship Grant
- Mercury Drug Foundation, Inc.
- UNILAB, Inc.
- Q Credit Corporation
- NCCC CARES
- SM Foundation, Inc.
- Gokongwei Brothers Foundation (GBF)
  - *BSED Major in Science*
  - *BSED Major in Mathematics*

### Government Partners

- Commission on Higher Education (CHED)
  - CHED Scholarship Program (CSP)
  - Tulong Dunong Program (TDP)
  - Tertiary Education Subsidy (TES)
- Department of Social Welfare and Development (DSWD)
- City Government of Davao
  - Scholarship Tertiary Education Program (STEP)
  - Educational Benefit System Unit (EBSU)
- Department of Health (DOH)
  - BS in Medical Laboratory Science
  - BS in Pharmacy
- GSIS/SSS
- Overseas Workers Welfare Administration (OWWA)
- Philippine Veterans Affairs Office (PVAO)
- Department of Science and Technology (DOST)
  - BS in Medical Laboratory Science
  - BS in Nutrition and Dietetics
  - BSED Major in Science
  - BSED Major in Mathematics
  - BS in Information Technology
  - BS in Pharmacy
  - BS Psychology



# FAQS

## Where are you located?

Our **Main campus**, also known as UIC Bankerohan Campus, is located at Fr. Selga Street, Brgy 5-A, Davao City. The **Annex campus** (Bonifacio Campus) is at Bonifacio Street, Davao City. The **Bajada Campus**, home to our Basic Education Department, is at 300 Margarita Village Rd, Buhangin, Davao City.

## What are your office hours?

Our office hours are **Monday to Friday**, from 7:30 AM to 11:30 AM and 1:00 PM to 5:00 PM, and on **Saturday** from 8:00 AM to 12:00 NN.

## Can I enroll online, or do I need to visit the campus?

**Onsite Enrollment** is available for College and Graduate School at our Fr. Selga Campus, and for the Basic Education Department at our Bajada Campus. **Online Enrollment** is available on <https://enrollment.uic.edu.ph/> for College and Graduate School, and [https://newbedsis.uic.edu.ph/online\\_enrollment](https://newbedsis.uic.edu.ph/online_enrollment) for K-12.



# FAQS

## Will there be an entrance examination?

Yes! **College Entrance and Scholarship Examinations, as well as the Entrance Exam for the Basic Education Department (BED), are ongoing.**

For BED, visit the Bajada Campus Guidance and Testing Center Office to take the exam: Morning Sessions at 8:30–9:30 AM and 9:30–10:30 AM, and Afternoon Sessions at 1:30–2:30 PM and 2:30–3:30 PM. You can book your schedule on [bit.ly/UICBEDEExamBookingForm](https://bit.ly/UICBEDEExamBookingForm).

For college, walk-ins are accepted at Fr. Selga Campus, Bonifacio Campus, on weekdays from 8:00 AM–4:00 PM and Saturdays from 8:00 AM–12:00 NN or you can book your schedule on [bit.ly/UICExamBookingForm](https://bit.ly/UICExamBookingForm). Please check our official FB Page for schedule updates.

## How much is the tuition fee?

For fee information from Kindergarten to Post Graduate studies, please call our cashier office at (082) 221-8090 local 116 or email [cashier@uic.edu.ph](mailto:cashier@uic.edu.ph).

## Do you have online classes?

Graduate school programs follow a blended learning model, with online lectures and in-person midterm and final exams. Master's lectures occur on the first and third weekends, while PhD and DBM lectures take place on the second and fourth. Students unable to attend exams in person must notify their coordinators in advance with valid reasons.



# FAQS

## What are the available payment methods for tuition fees?

You can pay **onsite** at the Cashier Office: for BED at the Bajada Campus and for College and Graduate School at the Fr. Selga Campus. Payments can also be made through **BDO Network Bank, Asia United Bank, Metrobank, M Lhuillier, Cebuana Lhuillier, and RD Pawnshop**. Please send your proof of payment to [payment.uic.edu.ph](mailto:payment.uic.edu.ph).

## How will I know if my enrollment is confirmed?

You will receive an “[**UIC Enrollment**] **Officially Enrolled**” email once your enrollment has been processed.

## Where can I buy the Uniform?

For uniforms, you can purchase them at the **Bookstore** on the Bajada Campus for the Basic Education Department, and at the **Bookstore** on the Fr. Selga Campus for college.

## When will the classes start?

Classes will start on **June 23, 2025, for Basic Education**; on **July 7, 2025, for college**; **July 19, 2025, for MA/MS**; and on **July 12, 2025, for PhD/DBM**.

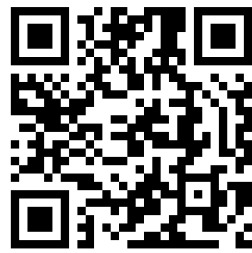


# Enroll Now!

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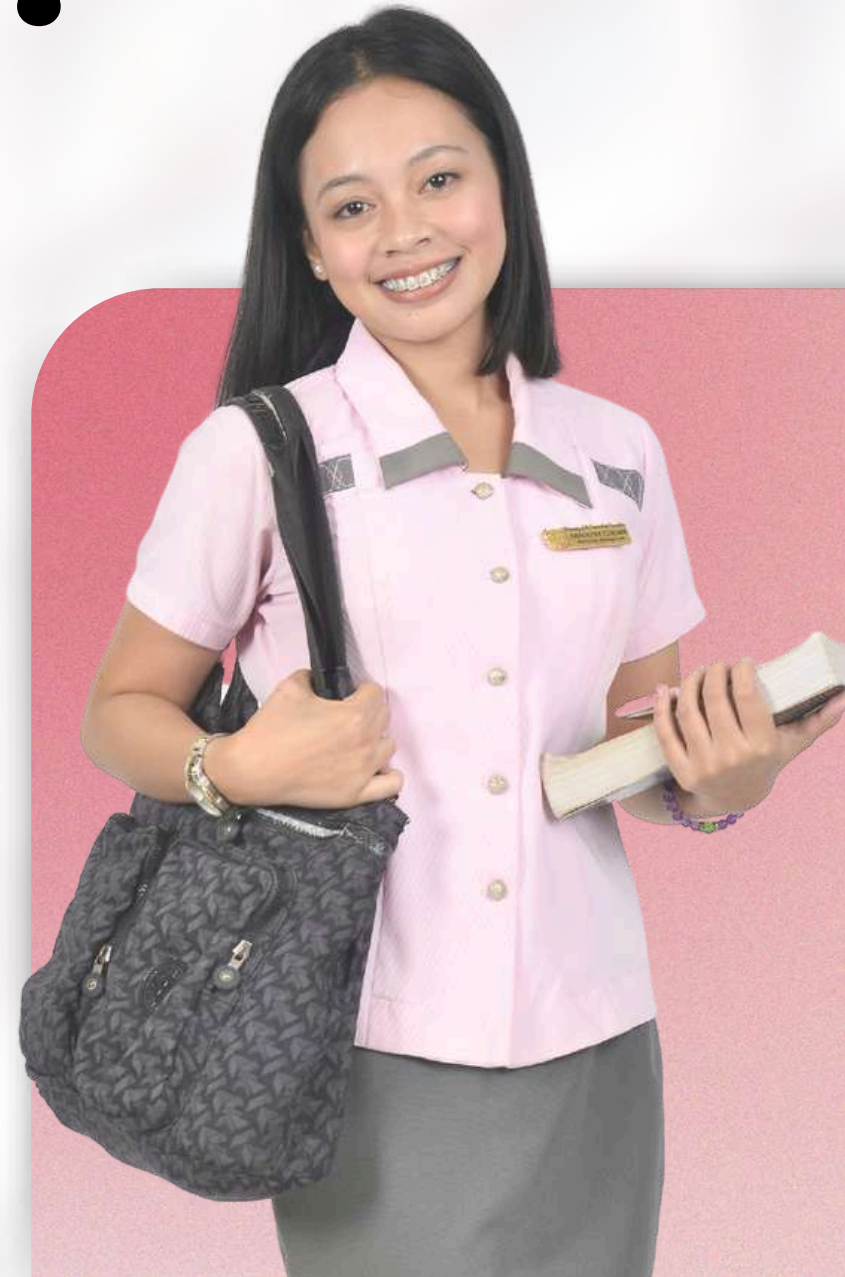


## ONLINE ENROLLMENT:

➔For Basic Education Department (K-10 and SHS):  
[https://newbedsis.uic.edu.ph/online\\_enrollment](https://newbedsis.uic.edu.ph/online_enrollment)

➔For Higher Education Department  
(College, Graduate and Post-Graduate):  
<https://enrollment.uic.edu.ph/>

*Faith, Excellence & Service*







A LEGACY of

and SERVICE

**For inquiries, you may call or send an e-mail to:**

**Admission, Marketing and Scholarship Office**

(082) 221-8090 local 145 | 09324065532

admission@uic.edu.ph

**Basic Education Department**

(082) 222-0321; 222-0703 | 09083810234 / 09278552439

bed@uic.edu.ph

**Graduate School**

(082) 227-1573 local 240

09311609149

graduateschool@uic.edu.ph



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Status



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