APPLICATION FORM



National Center for Transportation Studies University of the Philippines U.P. P.O. BOX 26, DILIMAN, QUEZON CITY 1101 TEL. NOS. 929-0495 / 981-8500 loc 3551-3552/ 929-4403 FACSIMILE: 929-0495 / 981-8500 loc 3552 / 929-4403

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Name :									
Date of Birth :	Age:			Attach two (2)					
Place of Birth :	<u> </u>			recent 1 1/2" x 1 1/2"					
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Citizenship : Civil Status :				Applicant should sign					
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Position :									
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Title		Dates Attended		Place					
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List of Required Documents:						
☐ Endorsement Letter from head office.						
☐ Certified true copy of collegiate transcript of records for highest level attained.						
☐ Xerox copy of diploma of highest level attained.						
☐ 500 to 1000 words narration of your experiences that you feel relevant to the training course you are applying for.						
☐ Statement of actual duties and functions						
☐ Two recent 1 ½ " x 1 ½' photographs with signature at the back.						

Payment Procedure

Option 1

- Upon receiving the acceptance letter for the Training Program, go to the UP-National Center for Transportation Studies Foundation, Inc. Office for payment.
- 2. After accomplishing instructions 1, you are now officially enrolled in the program.

Option 2

- Upon receiving the acceptance letter for the Training Program, proceed to any Bank of the Philippine Islands (BPI) Branch for payment. Fill-up three (3) deposit slips (1 bank's copy, 1 UP-NCTS copy, and 1 participant's copy). Attached is a sample filled-up deposit slip for your guidance.
- Fax the bank validated deposit slip to UP-NCTS (02-9290495/02-981-8500 loc 3552) or e-mail to <u>up.ncts@gmail.com</u> and you will be notified of your official enrollment in the program afterwards.
- 3. Make sure to submit one (1) original bank validated deposit slip (UP-NCTS copy) on the first day of the program.

Note:

If you will be using checks for payment, pay to <u>UP NCTS Foundation, Inc.</u>.

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