

**List of Required Documents:**

- Endorsement Letter from head office.
- Copy of collegiate transcript of records for highest level attained or 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**

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**

1. 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.
2. Fax the bank validated deposit slip to UP-NCTS (02-9290495/02-981-8500 loc 3552) or e-mail to [up.ncts@gmail.com](mailto:up.ncts@gmail.com) 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 **UP National Center for Transportation Studies Foundation, Inc.,**

DEPOSIT / PAYMENT SLIP	
BANK'S COPY	
PLEASE CHECK THE APPROPRIATE BOXES      DATE	
<input checked="" type="checkbox"/> DEPOSIT <input type="checkbox"/> PAYMENT	CURRENCY
<input type="checkbox"/> SAVINGS <input checked="" type="checkbox"/> CURRENT	<input checked="" type="checkbox"/> PESO <input type="checkbox"/> US DOLLAR <input type="checkbox"/> OTHERS
ACCT. NUMBER	3 0 8 1 0 8 1 6 4 5
ACCOUNT NAME / MERCHANTS NAME	UP NCTS Foundation, Inc.
(FOR PAYMENTS ONLY)	
POLICY / PLAN / REFERENCE NO. _____	
POLICY / PLANHOLDER'S NAME _____	
THIS DEPOSIT/PAYMENT IS SUBJECT TO THE TERMS AND CONDITIONS COVERING THIS ACCOUNT.	
TYPE OF DEPOSIT/PAYMENT	
(PLEASE USE SEPARATE SLIP FOR EACH TYPE OF CURRENCY)	
AMOUNT	
CASH	
CHECK(S) (USE BACK FOR DETAILS)	
TOTAL DEPOSITS/PAYMENT	
TELLERS VALIDATION (THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED)	

DEPOSIT / PAYMENT SLIP	
CLIENT'S COPY	
TELLERS VALIDATION (THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED)	