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

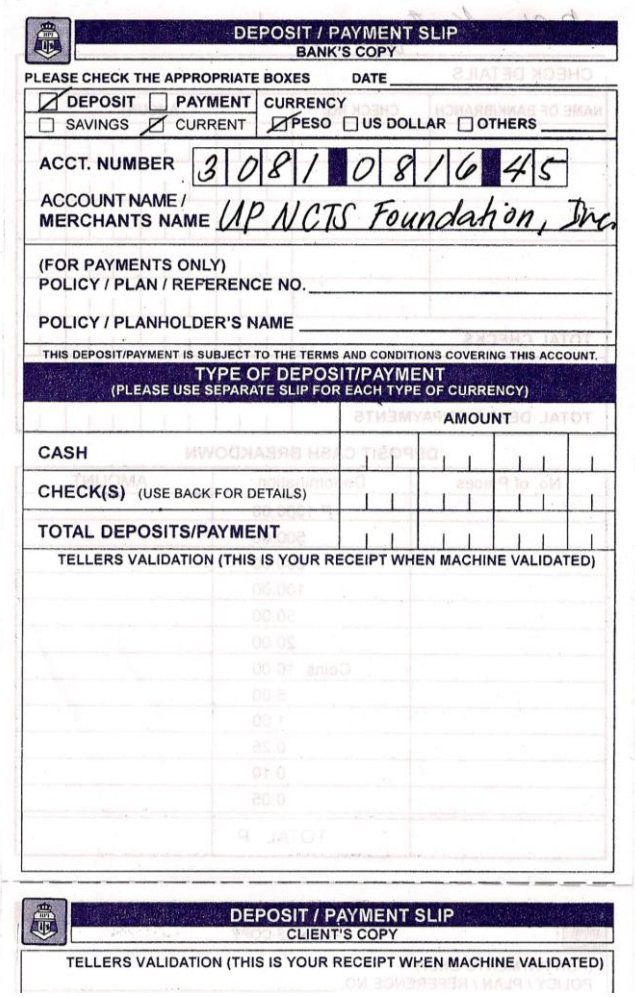
Option 1

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 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 NCTS Foundation, Inc..



DEPOSIT / PAYMENT SLIP
BANK'S COPY

PLEASE CHECK THE APPROPRIATE BOXES DATE

☒ DEPOSIT ☐ PAYMENT | CURRENCY
☐ SAVINGS ☒ CURRENT | ☒ PESO ☐ US DOLLAR ☐ OTHERS

ACCT. NUMBER 3081-0816-45

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)