



# Online Application Guide



## Reminders:

- Fill out the form properly and follow the accepted requirements for uploading documents:
  - The maximum accepted file size for uploading is 8mb.
  - Use a computer (not a mobile device) when uploading
  - Make sure you have at least a decent internet connection and a well-known and updated version of browser (Chrome, Edge, etc.)
  - Refrain from using special characters (-, \_, /, ñ, &, \*) and very long filenames
  - Except for the e-signature (.JPG or .PNG), convert all your files to PDF.

- **Required documents for ALL ACTIVITIES:**
  - Curriculum Vitae
  - Re-Entry Action Plan (REAP) – Can be edited/changed after the activity
  - HEI nomination form to be filled out by the direct supervisor in the sending HEI.
  - Copy of passport bio-page or any valid ID
  - Signature
  
- **Additional document for Faculty/Student Mobility:**
  - Mobility Plan with objectives of the mobility, proposed activities, and projected outcome of the activity
  
- **Additional document for Graduate/Faculty Forum:**
  - Proposed research topic with brief description:
    - Topics must be in line with any of the consortium's strategic thrust:
      - Sustainable management of natural resource systems
      - Food and agriculture policy
      - Biotechnology in agriculture
      - Food and health
      - Information and communication technology, bioinformatics, and data management in agriculture

1. Go to: <http://bit.ly/ucaregform>



## University Consortium Activity

- Tabs will be marked with a check if all required fields have been answered

UNIVERSITY CONSORTIUM ACTIVITY - REGISTRATION FORM

UC Activity Preference    Personal Information    Academic Background    Work Background(Optional)    Documents

Please do not forget to fill-in the required fields (with asterisk\*)

Activity\*     UC Faculty Forum  
 UC Faculty Mobility  
 UC Graduate Forum  
 UC Student Mobility  
 UC Summer School

Home Institution\*    Abra State Institute of Science and Technology (ASIST) ▾

Next

- Choose the type of activity you wish to attend. Refer to the flyer for a description of the activities.

- Choose your university/home institution from the list

CLICK NEXT

## 2. Fill out your personal information



### University Consortium Activity

UNIVERSITY CONSORTIUM ACTIVITY - REGISTRATION FORM

UC Activity Preference

Personal Information

Academic Background

Work Background(Optional)

Documents

#### Personal Info

Please do not forget to fill-in the required fields (with asterisk\*)

Full Name

Ms.

Prudence

Blackwood

Wardwell

Suffix

Display Name\*

Ms. Prudence Blackwood Wardwell

Mailing Address\*

64 East Main Street, Freehold, Greendale

Email Address\*

✉ pgmm@gmail.com

☎ 09874328765

Birth Date\*

✖ 1997-12-31

Gender\*

Male  Female

Back

Next

CLICK NEXT

### 3. Fill out your academic background:

UNIVERSITY CONSORTIUM ACTIVITY - REGISTRATION FORM

UC Activity Preference

Personal Information

**Academic Background**

Work Background(Optional)

Documents

#### Academic Background

Please do not forget to fill-in the required fields (with asterisk\*)

College / Graduate School\*

UP Los Banos

BA Communication Art

Writing

 Philippines

 Start Date

 End Date

ADD FIELD

Calendar navigation: << < Mar 2006 > >>

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today

Back

Next

■ CLICK NEXT

- Click add field if you have additional degrees earned

- Click << or >> to navigate the years

- Click < or > to navigate the months

## 4. Fill out your work background, administrative appointments, research, courses taught, extension work (if any):

UC Activity Preference  Personal Information  Academic Background  **Work Background(Optional)** Documents

### Current Employment

Please do not forget to fill-in the required fields (with asterisk\*)

Current Position	Professor
Current Employer	UP Los Banos
Employer's Address	Los Banos, Laguna
PO Box	4031
Email	pgmm@up. 915970!
From	2010
Name of Department Chair / Dean	Maria Angelica Carpio
Email Address	macarpio@up.edu.ph

### Administration

Position / Appointment	Program Chair
From	2018
To	2021

### Completed Researches

Title of Research	Intercultural Communi
From	2015-01-01
To	2016-06-30
<b>ADD FIELD</b>	

### Instruction

Course/s Taught (Course Code and Course Title)	ASEAN 201 - ASEAN SI
Course/s Taught (Course Code and Course Title)	ASEAN 202 - ASEAN S
<b>REMOVE</b> <b>ADD FIELD</b>	

### Extension

Extension Activities	UP Open University Ea
Location	Sto. Domingo, Bay Lagt

- As some of the fields may not be applicable to you (optional), this tab will not be highlighted with a check mark
- **CLICK NEXT** after filling out all required fields
- **SWITCH TABS / CLICK BACK** if you want to edit your application

## 5. Upload the required documents



### University Consortium Activity

UNIVERSITY CONSORTIUM ACTIVITY - REGISTRATION FORM

UC Activity Preference

Personal Information

Academic Background

Work Background(Optional)

Documents

#### Supporting Documents

Please do not forget to fill-in the required fields (with asterisk\*)

Curriculum Vitae \*

Choose a file

No File Selected

HEI Nomination Form \*

Choose a file

No File Selected

Re-entry Action Plan \*

Choose a file

No File Selected

Scanned passport bio-page or valid ID \*

Choose a file

No File Selected

Signature \*

Choose a file

No File Selected

I accept the [General Terms and Conditions](#) of the SEARCA Scholarship Program.

Back

SAVE

Click **SAVE** to submit application

Tick this box after you have read the general terms and conditions

## 5. Depending on the UC activity you will choose, two additional upload fields shall appear:

- If you apply for the student/faculty mobility, you need to upload the activities/workplan proposal which includes:
  - Objectives of the visit, proposed activities/work plan in the host university, and projected outcome of the visit.

Activities/Work Plan Proposal for  
Student/Faculty Mobility \*

Choose a file

No File Selected

- If you apply for the graduate/faculty forum, you need to upload a proposed research topic with a brief description:
  - Proposed research topic should be in line with the consortium's strategic priorities:
    - Sustainable management of natural resource systems
    - Food and agriculture policy
    - Biotechnology in agriculture
    - Food and health
    - Information and communication technology, bioinformatics, and data management in agriculture

Proposed research topic for  
Graduate/Faculty Forum \*

Choose a file

No File Selected

## 6. This would appear in the last page if you failed to provide details/documents that are required

**Please check the following before submitting:**

- All the fields with asterisk (\*) are not empty
- You accept the general terms and conditions of the SEARCA scholarship program
- Tabs were marked with a check icon  (Except those that are labeled 'Optional')

**Sorry, we cannot upload this file**

This field must not be empty

## 7. This page will appear if you have successfully clicked **SAVE** and submitted your **application**. The submission may take a while/fail if you have slow internet connection.



### University Consortium Activity

UNIVERSITY CONSORTIUM ACTIVITY - REGISTRATION FORM

**Thank you applicant!**

You have successfully submitted your scholarship application form.



## VISIT the following links for more information about the activities:

Graduate Forum: <https://uc.searca.org/projects/graduate-forum>

Faculty Forum: <https://uc.searca.org/projects/faculty-forum>

Summer School: <https://uc.searca.org/projects/summer-school>

UC Website: <https://uc.searca.org/>



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