Guidelines for Universitas Fellows Program

I. Application
   a. Online application for Junior Associate at universitas.ph (Join Universitas/Universitas Fellows Program).
   b. Send the scanned/softcopy of the application requirements via email to ufp@universitas.ph.
   c. Interview with UFP Panel.

II. Program
   a. Junior Associate (JA)
      i. The UFP Director will link the UFP participant to the Mentor assigned by the Mentoring Director.
      ii. One of the Mentors' functions is to guide the UFP participant in the program.
      iii. Upon accomplishment of each task in the checklist, it shall be signed/verified by the UFP Director or by the Head of the Activity/Project/Program (APP) that was accomplished.
      iv. If the UFP participant completes all the requirements, he/she will graduate as a Junior Associate.

   b. Senior Associate (SA)
      i. After completing the JA, the applicant may apply for the SA by communicating such intention to the UFP Director or Deputy.
      ii. He will be given the checklist for SA for its accomplishment.

   c. Junior Fellow (JF)
      i. After completing the SA, the applicant may apply for the JF by communicating such intention to the UFP Director or Deputy.
      ii. He will be given the checklist for JF for its accomplishment.

   d. Senior Fellow (SF)
      i. After completing the JF, the applicant may apply for the SF by communicating such intention to the UFP Director or Deputy.
      ii. He will be given the checklist for SF for its accomplishment.

   e. Honorary Fellow (HF)
      i. The Honorary Fellow will not be assigned a mentor, but will be assigned a peer officer from among the pool of mentors.
      ii. After graduating, the HF may be assigned to do mentoring on the mentors of the Mentoring Program. The HF may act as mentors of the mentors.

III. Contribution

a. The contribution pledged in the checklist for the UFP Participants for the levels of Senior Associates onwards may be paid by direct deposit to the proper Universitas Bank Account displayed under the 'support' tab at universitas.ph. https://www.universitas.ph/support/
b. The UFP Participant shall show proof of deposit (i.e. Deposit slip)
c. The UFP Participant shall continue paying the pledged contribution until he/she graduates for each level of the program.
d. Upon application for the next level, his task to contribute will again start because it is one of the requirements to graduate for each level.

IV. Graduation

a. The UFP Fellows Graduation will be held every December of the year, normally during the Christmas Party.
b. They will graduate on the latest level they have accomplished so far.

V. Maintenance of Recognition

a. The graduates who do not apply for the next level shall maintain their status as a UFP Junior Associate, Senior Associate, or Junior Fellow, as the case may be, by paying an annual contribution of at least Three Thousand Pesos (P3,000.00) beginning the "second January-31" from their graduation.
b. If a UFP Graduate required to pay the annual contribution is appointed as VOM in a particular year, he or she will not be required to pay the annual contribution for that year, unless he or she resigns before that year ends.
c. Once inducted, a Senior Fellow renews his fellowship in the Foundation through his annual contribution which depends on his financial capacity (at least P1,000), active participation in at least one APP, and by recommending at least one applicant to UFP per year.
d. The recognized Junior Associates, Senior Associates, Junior Fellows and Senior Fellows will have free access to any of the APPs of Universitas.