



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

T.M. Kalaw St. corner Quirino St., U.P. Diliman, Q.C. 1101 ▪ P.O. Box 161, U.P. Diliman, Q.C. 1101
Direct Line 927-6084 ▪ U.P. Diliman Trunk Line No. 981-8500

16 May 2017

OUR MEMORANDUM MRC NO.17-11

TO: **ALL COLLEGE SECRETARIES & GRADUATE COORDINATORS**

FROM: 
MARILYN R. CANTA, Ph.D.
University Registrar

RE: **IMPORTANT REMINDERS**

A. Start of Issuance of University Admission Slips (UAS) for the First Semester 2017-18 is on **June 26, 2017 (Monday)** for the following students:

1. Shiftees
 - Within the College
 - Within Diliman Units/Colleges
2. Transferees
 - From other UP units
 - From other universities/schools
3. New Juris Doctor students
4. New VAAS students
5. New Students in Certificate Programs (CSS, SMPF, CTA, CMUSIC, DCPMA, CFine Arts)
6. New Freshmen who did not enroll during Advance Registration for New Freshmen
7. New Graduate Students
8. Old returning from AWOL
9. Old returning from LOA

B. The following procedures should be followed:

1. Kindly advise students to bring the following documents (**please see attached table**) to the OUR Admission Section (OUR-AS) for the issuance of their UAS (University Admission Slip) and temporary CRS account.



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2. The OUR-AS will then issue the following documents to the student:

- University Admission Slip with student directory– **to be submitted by the student to College where admitted**
- Request for Form 137/ Official Transcript – **to be given by the student to previous school**
- A temporary Username and Password – **This will be issued to new students to enable them to access the CRS for filling out of the student data online, online pre- enlistment of subjects and printing Form 5A (Preliminary Registration Form).**
- Provisional Admission signed by the student - **to be submitted by the student to College where admitted**

OTHER REMINDERS:

- Students who were issued UAS within the scheduled period for online pre-enlistment can participate in the process.
- Students who got their UAS after the last batch processing will have to enlist through “online prerog” on their scheduled dates (refer to Academic Calendar 2017-2018)
- Students who were not able to get all their subjects through online pre-enlistment will have to enlist through “online prerog” on their scheduled dates (refer to Academic Calendar 2017-2018)
- New freshmen and graduating students will enroll on **July 31, 2017 (Monday)** at their respective colleges.
- New Freshmen (without UAS) should proceed to OUR to submit all the requirements.
- All above-mentioned students should fill out the new Student Directory (OUR Form No. 3 Rev. 1 Feb. 2017)

Thank you for your cooperation.