



UNIVERSITY OF THE PHILIPPINES-DILIMAN
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
OFFICE OF THE UNIVERSITY REGISTRAR SUPPLEMENTAL FAQS

TOPIC	CATEGORY	QUESTION	ANSWER
ADMISSION	MEDICAL CERTIFICATE FROM UP HEALTH SERVICE AS A REQUIREMENT FOR ADMISSION	How can I secure a medical certificate from UPHS? (for readmitted students from LOA and AWOL, new students (undergraduate and graduate level)	As part of the post-quarantine measures following the Covid-19 pandemic, the usual Chest X-ray and Physical Examination as pre-enrollment requirements shall be deferred temporarily until further notice. In lieu of the above, all incoming freshmen for the AY 2020-2021, including graduate students and Midyear enrollees who will be needing health assessment shall be asked to submit an accomplished Health Declaration Form and a Mental Health Screening Tool, online. Click on the link for details https://our.upd.edu.ph/files/Guide-for-Online-PEHA.pdf
ADMISSION	UP DILIMAN UPCAT SUCCESSFUL APPLICANTS	What are the requirements for UPD UPCAT Successful Applicants	<p>REQUIREMENTS FOR UPD UPCAT SUCCESSFUL APPLICANTS</p> <ul style="list-style-type: none"> a) UPCAT Admission Notice; b) Student Directory with passport size photo (OUR copy) – can be printed after the pre-enlistment; c) Form 138 (Grade 12 High School Card – 1st & 2nd semesters (original copy); d) In lieu of Medical certificate, submit a Certificate of Compliance from UPHS; e) Birth Certificate from Philippine Statistical Authority (original copy); f) Report of birth from Philippine Statistical Authority (If Filipino born abroad, original copy)/Identification Certificate from Bureau of Immigration (photocopy and original copy to be presented)/Philippine Passport (photocopy and original copy to be presented); g) Birth Certificate (for non-Filipino students) (photocopy and original copy to be presented); h) Study permit from the Office of International Linkages Diliman (for foreign student); i) Student visa (for foreign student); j) Form 137 (Grade 7 to 12 High School Transcript-original copy) or Senior High School Transcript (Grade 11-12) with Junior High School Transcript (Grade 7-10) certified copy with remarks “Copy for University of the Philippines Diliman”, with date of graduation and Learner Reference Number(LRN) – Official request will be issued during the scheduled freshmen registration; and k) Original certificate of graduation or Senior High School Diploma (photocopy and original to be presented)
CROSS REGISTRATION	CROSS-REGISTRANT FROM A CONSTITUENT UNIVERSITY	I am a student from another UP CU. I would like to inquire if UP Diliman is accepting cross-registrants for Midyear Term 2020?	The decision to accept cross registrants is subject to the availability of slots in the courses offered this MY 2020 and upon the approval of the offering college.

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CROSS REGISTRATION	UP DILIMAN STUDENT TO CROSS-REGISTER TO OTHER SCHOOL/UNIVERSITY	I am a JD student admitted last First semester 2019-2020. I still have deficiencies. How can I process my request to cross-register?	You need to accomplish the REQUEST TO CROSS-REGISTER form and have it approved by your college. Your college will then forward the form to OUR for approval. Note that if you are requesting to cross enroll in school outside the UP System, approval is up to VCAA/Chancellor level. You can download the REQUEST TO CROSS-REGISTER form at https://our.upd.edu.ph/forms/xreg.pdf
FACULTY CONCERNS	SIGNING UP FOR BRIDGE PROGRAM	Do students need to enroll for bridge programs?	Students only need to sign up voluntarily for the bridge programs. Colleges/units are reminded to encourage the students to participate in bridge program classes, however, attendance to any such classes must not be made a requirement (295th EC meeting 11 May 2020)
FREE TUITION	RECKONING OF FREE TUITION GRANT	Is the Second Semester AY 2019-2020 included in the reckoning of free tuition grant?	Yes. The second semester AY 2019-2020 is included in the reckoning of free tuition grant whether students will continue with or drop their courses. (292nd EC Meeting 23 April 2020)
GRADES	COMPLETION GRADE	Can a faculty give a "P" mark as a completion grade for a student who will complete /remove an INC/4 this Second Semester AY 2019-2020?	No. The option to give a non-numeric grade of "P" is only for courses that a student is enrolled in this Second Semester AY 2019-2020.
INELIGIBILITY	INELIGIBILITY - ENTRANCE CREDENTIAL	I am a transfer student from another UP CU (effective First Semester AY 2019-2020). I learned that I am ineligible to enroll this Midyear 2020 because of non-submission of Certification of NSTP Serial Number. I already have a scanned copy of the certification from my campus. May I request for my ineligibility status to be lifted?	Yes. The OUR can temporarily lift your ineligibility status for this Midyear 2020. Your ineligibility will be cleared once you submit the original copy of the Certification of NSTP Serial Number.
LOA /DROPPING	DROPPING	How can I settle my ongoing LOA/Dropping application?	For complete instructions, please click this link https://our.upd.edu.ph/files/announce/loapaypro.pdf
NON-REGULAR STUDENT	NON-DEGREE /SPECIAL STUDENT	Can I enroll as non-degree/special student this Midyear 2020?	Per resolution of the UPD College Secretaries, UPD Diliman is not accepting applicants for non-degree and special student for Midyear Term 2020.
OLD RETURNING STUDENT	RETURN FROM LEAVE OF ABSENCE	I am on Leave of Absence (LOA) for AY 2019-2020. How can I process my readmission for First Semester 2020-2021?	Please click on the link to see the detailed instructions https://our.upd.edu.ph/files/announce/ONLINE-SUBMISSION-OF-REQS-MIDYEAR-2020.pdf

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OUR FORMS	DOWNLOADABLE FORMS	<p>Where can I download the following forms?</p> <ol style="list-style-type: none"> 1. Request to Cross-Register Form 2. Student Directory Form 3. Return from Leave of Absence(LOA) Form 4. Undergraduate Admission Application Form (Local Transfer only) 5. UP Diliman Health Service Health Declaration Form 	Please click on the link https://our.upd.edu.ph/forms.php to download the forms
READMISSION	READMISSION FROM AWOL	I intend to enroll this coming Midyear Term 2020; however, I am on AWOL for First and Second Semesters 2019-2020. How can I process my readmission?	Please click on the link to see the detailed instructions https://our.upd.edu.ph/files/announce/ONLINE-SUBMISSION-OF-REOS-MIDYEAR-2020.pdf
REGISTRATION/ SCHOLARSHIP/ UNDERASSESSMENT	ACCOUNTABILITY- UNDERASSESSMENT/ UNPAID SCHOLARSHIP BILL	How can I pay my accountability – underassessment and/or unpaid scholarship bill?	<p>Here are the steps:</p> <ol style="list-style-type: none"> 1. Email the admission.our@upd.edu.ph to request for a Payment Slip with the subject: Accountability -Request for Payment Slip_studentno. 2. Registration and Clearance Section (OUR-RCS) will send you a soft copy of the fillable Payment Slip. 3. You may either pay over-the-counter (OTC) at any open Landbank branch or avail of fund transfer feature of your bank to Landbank (Note: If paying via fund transfer, please use PESONet). 4. Send back the scanned/photo of the proof of payment and the filled out Payment Slip to admission.our@upd.edu.ph (Note: The Cash Office requires that you screenshot the emailed receipt of your transaction if you cash transferred via GCash/Paymaya. Please send this back to OUR as well). 5. If everything is in order, OUR-RCS wil clear your accountability. 6. Monitor the status of your accountability/clearance application through your CRS account.
REGISTRATION/ SCHOLARSHIP/ UNDERASSESSMENT	LATE REGISTRATION/CHANGE OF MATRICULATION (COM)	How can I settle my unfinished registration/COM?	<ol style="list-style-type: none"> 1. Write a letter of appeal for late registration/payment/CoM addressed to the University Registrar (for those eligible for the Free Tuition Act) or addressed to the Chancellor (for other students) and have it endorsed by your college. 2. Email your letter to the OUR (admin.our@upd.edu.ph) for verification, approval, and online assessment. For complete instructions including payment, please click this link https://our.upd.edu.ph/files/announce/latepaypro.pdf Note: All appeals must be duly endorsed by your college.
REGISTRATION/ SCHOLARSHIP/ UNDERASSESSMENT	RESIDENCE	How do I enroll for residence this Second Semester AY 2019-2020?	For complete instructions, please click this link https://our.upd.edu.ph/files/announce/respaypro.pdf

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TRANSFERRING/ SHIFTING	UNITS EARNED FROM COURSES ENROLLED AND COMPLETED IN SECOND SEMESTER AY 2019-2020	Are units from courses enrolled and completed in Second Semester AY 2019-2020 considered earned units?	Yes.
TRANSFERRING/ SHIFTING	SHIFTING/TRANSFERRING WITH LESS THAN THE REQUIRED NUMBER UNITS	Can students be allowed to shift or transfer if they have not earned the number of academic units required for shifting/transferring?	No. Per University rule, students cannot shift or transfer if they have not earned the required number of academic units. (UPD Catalogue 2014)
TRANSFERRING/ SHIFTING	REQUIRED NUMBER OF ACADEMIC UNITS FOR SHIFTEES AND TRANSFEREES	What are the required number of academic units that shiftees (S1 and S2) and transferees (T1 and T2) should earn or complete to be considered for admission to the University this coming academic year?	<ul style="list-style-type: none"> Students from another UP Constituent University (T1) who have completed at least 30 collegiate academic units may be admitted as transfer students <u>subject to the rules of the admitting college.</u> Students with previous college work from another university (T2) who want to transfer to UP Diliman shall have completed, outside the University, at least thirty-three (33) academic units and <u>shall satisfy all admission requirements of the University and that of the accepting unit/college.</u> Shifting to another degree program (for S1 and S2) is allowed only after completion of at least thirty (30) units in the first program and <u>subject to compliance with the admission requirements of the new program.</u>
SHIFTEES/ TRANSFEREES	GRADE REQUIREMENT FOR SHIFTEES AND TRANSFEREES	What will happen to the grade requirement for shiftees (within the college or within UP Diliman) and transferees (from other UP Constituent Units and from other Universities)?	<p>For first semester AY 2020-2021, grade requirement for shiftees and transferees will be based on their available numeric grades :</p> <ol style="list-style-type: none"> For shiftees within the college or within UP Diliman (S1 and S2): <ol style="list-style-type: none"> In the computation of the CWA, <u>only the available numeric grades in all previous semesters until the first semester AY 2019-2020</u> for courses that will be credited into the new program will be considered. In the computation of the GWA, <u>only the available numeric grades in all previous semesters until the first semester AY 2019-2020</u> for all subjects taken will be considered. <p><i>N.B.: Admitting colleges/units may require additional admission standards.</i></p> For transferees from other UP CUs (T1): In the absence of a BOR resolution for other UP CUs not to count the numeric grades in the second semester AY 2020-2021 in the computation of the general weighted average of a student, in the computation of the GWA of T1, <u>only the available numeric grades</u> for all subjects taken will be computed. <p><i>N.B.: Admitting colleges/units may require additional admission standards.</i></p> <ol style="list-style-type: none"> For transferees from other universities (T2): <ol style="list-style-type: none"> In the computation of the GWA, <u>only the available numeric grades</u> for all the collegiate academic units taken outside UP will be computed;

			<p>b. the minimum GWA requirement of the University is an ABSOLUTE MINIMUM 2.00;</p> <p>c. A T2 must satisfy the GWA requirement of the degree program applied for.</p> <p>N.B.: 1. Admitting colleges/units may require additional admission standards; 2. Admitting units/colleges may require a higher GWA requirement for T2 whose grades incurred this 2nd semester are "P" [Passed])</p>
UNIVERSITY CLEARANCE	CLEARANCE	How can I apply for a university clearance?	Please click on the link to see the detailed instructions https://our.upd.edu.ph/files/announce/ucapp.pdf
UNIVERSITY CLEARANCE	CLEARANCE	How can I apply for a university clearance? (for students with no CRS account and with last enrollment in UP Diliman during AY 1999-2000 and for UPEPO/UPDEPP students)	Please click on the link to see the detailed instructions https://our.upd.edu.ph/files/announce/ucapppro.pdf
UNDERLOADING	UNIVERSITY RULES ON UNDERLOADING IN THE 2 ND SEMESTER AY 2019-2020	What are the applicable rules on underloading for graduating with honors this semester? Will a student be disqualified from graduating with honors if he/she underloads this semester?	The university rules on underloading are still in effect this second semester AY 2019-2020. (see University Catalogue 2014, Academic Information, p. 43)

¹Approve by the UPD College Secretaries from Colleges with Undergraduate Degree Programs on 10 June 2020