

**PROCESS ON HOW TO PAY FOR LATE REGISTRATION AND LATE CHANGE OF
MATRICULATION (CoM)
for FOREIGN STUDENT**

1. For late registration, student emails OIL Diliman at oid_studentmobility.upd@up.edu.ph to request that his/her Study Permit be sent to OSSD (Note: for late CoM, SKIP this process and proceed to no. 3) ;
2. OIL Diliman sends the approved Study Permit of the student to OSSD;
3. Student emails the OUR (our.diliman@up.edu.ph) about his/her request for late registration/CoM and requests for approval preferably using his/her UP mail account to lessen the verification process;
4. Once approved, the OUR sends a soft copy of the fillable Payment Slip to the student;
5. Student pays via fund transfer feature of his/her bank to Landbank or pays over-the-counter (OTC) at any open Landbank branch (Note: If paying via fund transfer, please use PESONet);
6. Student waits for the confirmation email that the fund has been transferred (proof of payment);
7. Student emails the scanned/photo of the proof of payment and the filled out Payment Slip to onestop.our@upd.edu.ph with the subject:
Bankpayment_transaction_type_name;
8. OUR then sends a pdf copy of the student's Form5/Form 26/Form 26A to the Cash Office together with the accomplished Payment Slip and proof of payment;
9. Cash Office checks the forwarded documents and proof of payment against the bank statement;
10. If everything is in order, Cash Office validates the student's Form5/Form 26/Form 26A and then sends the validated form back to the OUR; and
11. OUR tags the student in CRS with "To sign/claim Form5/Form 26/Form 26A"

The process temporarily ends here. However, at a much later date when the situation normalizes, the student will have to go to the OUR to sign and claim his/her copy of the Form5/Form 26/Form 26A.

Note: This process is valid until the online payment modules in CRS are deployed.

**ONLINE PAYMENT PROCESS OF RESIDENCE ENROLLMENT FOR SECOND
SEMESTER AY 2019-2020
for FOREIGN STUDENT**

1. Student emails OIL Diliman at oil_studentmobility.upd@up.edu.ph to request that his/her Study Permit be sent to OSSD;
2. OIL Diliman sends the approved Study Permit of the student to OSSD;
3. If the student's residence enrollment status is already "for payment", the student emails the OUR (onestop.our@upd.edu.ph) to request for a Payment Slip;
4. The OUR sends a soft copy of the fillable Payment Slip to the student;
5. Student pays via fund transfer feature of his/her bank to Landbank or pays over-the-counter (OTC) at any open Landbank branch (Note: If paying via fund transfer, please use PESONet);
6. Student waits for the confirmation email that the fund has been transferred (proof of payment);
7. Student emails the scanned/photo of the proof of payment and the filled out Payment Slip to onestop.our@upd.edu.ph with the subject: Bankpayment_Residence_type_name;
8. OUR then sends a pdf copy of the student's Form5 to the Cash Office together with the accomplished Payment Slip and proof of payment;
9. Cash Office checks the forwarded documents and proof of payment against the bank statement;
10. If everything is in order, Cash Office validates the student's Form5 and then sends the validated form back to the OUR; and
11. OUR tags the student in CRS with "To sign/claim Form5"

The process temporarily ends here. However, at a much later date when the situation normalizes, the student will have to go to the OUR to sign and claim his/her copy of the Form5.

Note: This process is valid until the online payment modules in CRS are deployed.