PROCESS ON HOW TO APPLY FOR A UNIVERSITY CLEARANCE

1. Student **applies for a University Clearance in his/her CRS account** (crs.upd.edu.ph);
2. Student **emails** rcs_our.updiliman@up.edu.ph **to request for a Payment Slip** with the subject: Clearance -Request for Payment Slip_studentno (Note: It must be indicated in the email if the student is a graduate of a certificate program in order for the OUR to properly assess the applicant);

   Note:

   1. Students who were eligible of RA 10931 (Free Tuition) during their last enrolment (effective 2nd Semester 2019-2020) will no longer have to pay the P350 graduation and clearance fees.
   2. Students who are eligible to avail the RA 11261 (First-time Jobseekers Assistance Act) and are availing, must submit a scanned copy of their Barangay Certifications here.

      To know more about RA 11261 please visit this link.

3. Registration and Clearance Section (OUR-RCS) sends Payment Slip to the students who are paying or acknowledge the email of thosewho are free of charge (RA 10931 or RA 11261);
4. Student **pays via LBP LinkBiz**(https://our.upd.edu.ph/files/LinkBiz-Payment.pdf), or **GCash Bills Payment**(https://our.upd.edu.ph/files/GCASH-Payment-Steps.pdf) **(not GCash Fund Transfer), or in-person** (face-to-face) payment at the Cash Office;
5. Student **sends back the scanned/photo of the proof of payment** to rcs_our.updiliman@up.edu.ph;
6. If everything is in order, OUR-RCS sets the student's application as 'paid';
7. Student **monitors the status of his/her clearance application in his/her CRS account**;
8. Once cleared, the student may now apply for other documents (e.g., TOR, EMI, COG, etc.) Please note that the student needs a separate application to request for these documents. To apply for a Transcript of Records (TOR) you can click on this link.