

PROCESS ON HOW TO APPLY FOR A UNIVERSITY CLEARANCE

(For UPEPO/UPDEPP* Students, and OTHER students with last enrollment in UP Diliman during AY 1999-2000)

1. Student **fills out the University Clearance Form** (click [here](#) to download);
2. Student **emails admission.our@upd.edu.ph to request for a Payment Slip** with the subject: Payment Slip_<your_studentno>_for_manual_clearance (Note: Student has to indicate if s/he is a graduate of a certificate program or a graduate of a diploma program);
3. Registration and Clearance Section (OUR-RCS) sends a soft copy of the fillable Payment Slip to the student;
4. 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);
5. Student **waits for the confirmation email that the fund has been transferred** (proof of payment). Please note that PESONet is not real-time and it might take 1 to 3 banking days before your fund transfer is credited;
6. Student **sends back the scanned/photo of the proof of payment, the filled out Payment Slip, and the filled out manual Clearance Application Form** to admission.our@upd.edu.ph;
7. OUR-RCS notifies the student via email the status of his/her clearance application;
8. Once cleared, OUR-RCS forwards the student's clearance to the Transcript Section (if applying for a TOR, COG, EMI, etc.). Please note that the student needs a separate application to process this. (Click [here](#) to see how to apply for an OTR and other documents)

**UPEPO and UPDEPP students need to process the College Clearance first before the University Clearance.*