MISSION STATEMENT

To support the University’s delivery of academic programs, the OUR is committed to:

* ensure consistent compliance in the implementation of academic policies and procedures
* provide unstinting service related to admission, registration, academic records evaluation and issuance of credentials
* respond in a professional, efficient, courteous and sincere manner at all times

VISION STATEMENT

The OUR envisions itself as a model office that embodies the University’s ideal of honor and excellence by implementing the highest standards of academic records management and committing to quality and timely service.

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**ADMISSIONS SECTION**

**A. ISSUANCE OF UNIVERSITY ADMISSION**

**Required Documents:**
- Official Receipt of payment of underassessment and/or unpaid fees
- Original Student's copy of COM (in case of loss, certified copy from OUR)
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons
- Copy of approved LOA application (for LOA)
- Original Student's copy of COM (in case of loss, certified copy from OUR)
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons
- Copy of approved LOA application (for LOA)

**B. ISSUANCE OF UNIVERSITY ADMISSION SLIP FOR RETURNING STUDENT FROM AWOL/PROCESSING OF RETURN FROM LOA**

**Required Documents:**
- Medical Certificate from University Health Service (UHS)
- Two (2) passport size photos
- TOEFL (if Medium of Instruction of previous school is not English)
- Original PSA Birth Certificate
- Original certificate of Socialized Tuition (for change of ST assignment)
- Approved Enrollment Privilege Form
- Copy of approved LOA application (for LOA)
- Official Transcript of Records (for second degree applicants)
- College Admission Slip
- PSA Birth Certificate
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons

**C. PROCESSING OF APPLICATION OF SECOND DEGREE & TRANSFER STUDENTS FROM OTHER UNIVERSITIES**

**Required Documents:**
- Application Form (Form 3)
- Two (2) 2” x 2” photos
- Additional requirements for applicants from a Diploma or Associate Graduate:
  - Certificate of  Ladderized Course
  - Application Form (Form 3)
  - Authorization letter if requested thru a representative
- Application Form (Form 3)
  - Student Directory (two copies)
  - Original Transcript of Records
  - PSA Birth Certificate

**D. PROCESSING OF APPLICATION FOR AUTOMATIC ADMISSION**

**Required Documents:**
- Application Form (Form 3)
- Application Fee
- Two (2) 2” x 2” photos
- Official Transcript of Records (for second degree applicant)
- PSA Birth Certificate (Original)
- GED certificate or GED for the Evidence-Based Writing and Critical Thinking or International Baccalaureate Diploma or General Certificate of Education
- Affidavit of no collegiate enrollment if with gap from high school graduation prior to admission to UPD – for New Freshmen

**E. PROCESSING OF APPLICATION AND ISSUANCE OF UNIVERSITY ADMISSION (NON-DEGREE, CROSS-REGISTRANTS, AND SPECIAL STUDENTS WITHOUT CREDIT)**

**Required Documents:**
- Application Form (Form 5)
- Student Profile Form
- Certificate of Government Recognition
- Payment for application

**F. PROCESSING OF UP PHOTO I.D.**

**Required Documents:**
- Official Receipt of payment of (UP) Photo I.D.
- Two (2) passport size photos
- Original PSA Birth Certificate
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons
- Copy of Approved Contract of Teaching Fellow/Associates

**G. CLEARING OF ACADEMIC INELIGIBILITY OF STUDENTS**

**Required Documents:**
- Entrance credentials

**H. ISSUANCE OF CERTIFICATION OF ENGLISH AS MEDIUM OF INSTRUCTION & GRADE EQUIVALENT**

**Required Documents:**
- Request Form
- Valid I.D.
- Authorization letter if requested thru a representative

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**REGISTRATION AND CLEARANCE SECTION**

**A. SPECIAL ASSESSMENT OF STUDENTS WITH SCHOLARSHIPS & PRIVILEGES**

**Required Documents:**
- Scholarship Certification
- Approved Enrollment Privilege Form (for UP Dependent whose parent is working in other CUs)
- GED certificate or GED for the Evidence-Based Writing and Critical Thinking or International Baccalaureate Diploma or General Certificate of Education
- Affidavit of no collegiate enrollment if with gap from high school graduation prior to admission to UPD – for New Freshmen

**B. ISSUANCE OF CERTIFICATION OF BREAKDOWN OF MATRICULATION**

**Required Documents:**
- UP I.D.
- Scholarship Certification

**C. PROCESSING OF REFUND**

**Required Documents:**
- Approved Application Form
- Student Directory (two copies)
- Copy of approved LOA application (for LOA)
- Official Transcript of Records

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**TRANSCRIPTS SECTION**

**A. ISSUANCE OF TRANSCRIPT OF RECORDS**

**Required Documents:**
- University Clearance (First time application and updating)
- Valid I.D. of the student
- Signed authorization letter with photocopy of I.D. of the student

**B. ISSUANCE OF UNIVERSITY ADMISSION SLIP FOR STUDENTS UNDER “ONE-STOP” STUDENT DESK**

**Required Documents:**
- College Admission Slip
- Form 137 & Form 138 (for freshman)
- Official Transcript of Records
- PSA Birth Certificate
- Certificate of Authority to Bill
- Study Permit (for foreign student)

**C. ASSESSMENT OF MATRICULATION FEES & PRINTING OF UP FORM 5, CHANGE OF MATRICULATION FORM, AND DROPPING SLIP OF STUDENTS UNDER THE “ONE-STOP” STUDENT DESK**

**Required Documents:**
- UP Form 5A
- UP Form 5
- Certificate of Authority to Bill
- Study Permit (for foreign student)

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**RECORDS MANAGEMENT SECTION & STUDENT EVALUATION SECTION**

**A. DOCUMENTS FOR AUTOMATIC ADMISSION**

**Required Documents:**
- Payment for application
- Two (2) passport size photos
- PSA Birth Certificate
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons
- Copy of Approved Contract of Teaching Fellow/Associates

**B. PROCESSING OF CHANGE OF NAME**

**Required Documents:**
- Original Copy of PSA Birth Certificate
- Original Copy of PSA Marriage Certificate
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons

**C. CLEARING OF ACCOUNTABILITY**

**Required Documents:**
- Official Receipt of payment of underassessment and/or unpaid fees
- Original Student's copy of COM (in case of loss, certified copy from OUR)
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons

**D. PROCESSING OF STUDENT CLEARANCE**

**Required Documents:**
- Printed copy of the online clearance application form

**E. PROCESSING OF CHANGE OF ADDRESS**

**Required Documents:**
- Student Profile Form
- PSA Birth Certificate

**F. CLEARING OF ACCOUNTABILITY**

**Required Documents:**
- Official Receipt of payment of underassessment and/or unpaid fees
- Original Student's copy of COM (in case of loss, certified copy from OUR)
- Affidavit of Discrepancy and Affidavit of Two Disinterested Persons

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**CLIENTS OF OUR MAY SEND THEIR INQUIRIES, COMPLAINTS, AND COMMENTS TO THE UNIVERSITY REGISTRAR**

2/F ADMINISTRATIVE SECTION

Telephone No. 927-6084
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