

Type of Service: External

Application for Deferment for New Freshman

Application for Deferment for New Freshmen who cannot enroll during the semester originally applied for

Office or Division:	Admissions Section (AS), Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Admitted New Freshmen who cannot enroll during the semester originally applied for			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of deferment 2. Notice of Admission		1. Requesting party 2. Office of Admissions, UP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of deferment and notice of admission	1. Receive letter with notice of admission	None	5 Minutes	<i>Student Records Evaluator</i> AS
	1.1 Process request for deferment	None	10 Minutes	<i>Student Records Evaluator</i> AS
	1.2 Act on the request for deferment	None	1 Day	<i>University Registrar</i> OUR
2.Claim/ receive approval of deferment	2. Release/ mail approval of deferment	None	2 Minutes	<i>Student Records Evaluator</i> AS
TOTAL:		None	1 Day, 17 Minutes	

Type of Service: External

Application and Admission for non-regular students (non-degree, cross-registrants from other UP units, cross-registrants from other schools (local) and special student without credit

A. NON-DEGREE (UNDER OUR)

Application and admission for non-regular students (non-degree) - (to take undergraduate courses for credit)

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Non-degree Applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly accomplished form (UP Form No. 3A) 2. Student directory (1 copy) 3. Two (2) 2x2 photos 4. Certificate of Graduation /OTR (for UP unit graduate applicants) 5. Honorable Dismissal/Certificate of Transfer Credential and OTR (for other school graduate applicants) 6. PSA-Marriage Certificate – if married (original) 7. PSA-Birth Certificate PSA (original) 8. Medical Cert from UP Health Service (fit to enroll) 9. Official receipt of payment 	<ol style="list-style-type: none"> 1. Admissions Section / OUR Website (our.upd.edu.ph) 2. Student 3. Student 4. College or OUR 5. Last school attended prior to admission to UP Diliman 6. Philippine Statistics Authority 7. Philippine Statistics Authority 8. UP Health Service 9. Cash Office, UP Diliman

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly Accomplished application form (UP Form No. 3A) And required documents	1. Receive, check and evaluate application form and required documents	PHP 100.00	20 Minutes	<i>Student Records Evaluator</i> AS

	1.1 Process University Admission Slip, then issue temporary CRS account and Form 5A	None	10 Minutes	<i>Student Records Evaluator AS</i>
2. Proceed to college for enlistment of courses	2. Enlist courses	None	2 Hours	College (Office of the College Secretary)
3. Proceed to OUR for post-advising and assessment of matriculation fees	3. Post-advise and assess matriculation fees	None	10 Minutes	<i>Registration and Clearance Staff</i>
TOTAL:		PHP 100.00	2 Hours, 40 Minutes	

B. CROSS-REGISTRANT FROM UP UNITS (local)

Application and admission for non-regular students (cross-registrants from other UP units)

Office or Division:	Admissions Section (AS), Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Cross-registrant applicants from other UP Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Permit to Cross-Register 2. Student directory (1 copy) 3. Two (2) 2x2 photos 4. Medical Cert from UP Health Service (fit to enroll)		1. Constituent University 2. Admissions Section / OUR Website (our.upd.edu.ph) 3. Student 4. UP Health Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents	1. Receive, check and evaluate required	None	20 Minutes	<i>Student Records Evaluator AS</i>

	documents			
	1.1 Process University Admission Slip, then issue temporary CRS account and Form 5A	None	10 Minutes	<i>Student Records Evaluator AS</i>
2. Proceed to college for enlistment of courses	2. Enlist course/s	None	2 Hours	College (Office of the College Secretary)
3. Proceed to OUR for post-advising	3. Post-advise	None	5 Minutes	<i>University Registrar OUR</i>
4. Proceed to Registration and Clearance Section for Assessment	4. Assess matriculation of fees	None	5 Minutes	<i>Registration and Clearance Staff</i>
TOTAL:		None	2 Hours, 40 Minutes	

C. CROSS-REGISTRANT FROM OTHER SCHOOLS/UNIVERSITIES (local)
Application and admission for non-regular students (cross-registrants from other schools/universities)

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Cross-registrants from other schools/universities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly accomplished form (UP Form No. 3A) 2. Approved Permit to Cross-Enroll 3. Medical Certificate from UP Health Service (fit to enroll) 4. Student Directory 5. Two (2) 2x2 photos 	<ol style="list-style-type: none"> 1. Admissions Section / OUR Website (our.upd.edu.ph) 2. Student's home school 3. UP Health Service 4. Admissions Section / OUR Website (our.upd.edu.ph) 5. Student

6. Official receipt of payment		6. Cash Office, UP Diliman		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form and required documents	1. Receive, check and evaluate required documents	PHP 100.00	20 Minutes	<i>Student Records Evaluator AS</i>
	1.1 Process University Admission Slip, then issue temporary CRS account and Form 5A	None	10 Minutes	<i>Student Records Evaluator AS</i>
2. Proceed to college for enlistment of courses	2. Enlist course/s	None	2 Hours	College (Office of the College Secretary)
3. Proceed to OUR for post-advising and assessment of matriculation fees	3. Post-advise and assess of matriculation fees	None	10 Minutes	<i>Registration and Clearance Staff</i>
TOTAL:		PHP 100.00	2 Hours, 40 Minutes	

D. SPECIAL STUDENT WITHOUT CREDIT (local)

Application and admission for non-regular students (special student- to take non-credit course/s)

Office or Division:	Admissions Section (AS), Office of the University Registrar	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	Special Student Applicants (non-credit course/s)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ol style="list-style-type: none"> Duly accomplished form (UP Form No. 3A) Student directory (1 copy) Two (2) 2x2 photos Medical Cert from UP Health Service (fit to 	<ol style="list-style-type: none"> Admissions Section / OUR Website (our.upd.edu.ph) Admissions Section / OUR Website (our.upd.edu.ph) Student UP Health Service 	

enroll) 5. Official receipt of payment		5. UP Health Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form (UP Form No. 3A) and required documents	1. Receive, check and evaluate required documents	PHP 100.00	20 Minutes	<i>Student Records Evaluator AS</i>
	1.1 Process University Admission Slip, then issue temporary CRS account and Form 5A	None	10 Minutes	<i>Student Records Evaluator AS</i>
2. Proceed to college for enlistment of courses	2. Enlist course/s	None	2 Hours	College (Office of the College Secretary)
3. Proceed to OUR for post-advising and assessment of matriculation fees	3. Post-advise and assess articulation fees	None	10 Minutes	<i>Registration and Clearance Staff</i>
TOTAL:		PHP 100.00	2 Hours, 40 Minutes	

Type of Service: External

Application for Reenrollment from Leave of Absence (LOA)

Application for re-enrollment of students from leave of absence (LOA)

Office or Division:	Admissions Section (AS), Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Students returning from Leave of Absence (LOA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Return from LOA form 2. Student Directory 3. Medical certificate issued by UP Health Service if the reason for LOA is medical/health-related; or the LOA exceeded one semester		Student's college		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished RFLOA form with the required documents	1. Receive, check, evaluate and process RFLOA thru CRS module	None	10 Minutes	<i>Student Records Evaluator</i> AS
2. Proceed and submit processed RFLOA form (college copy) to the Office of the College Secretary				
TOTAL:		None	10 Minutes	

Type of Service: External

Application for Second Degree/Transfer from other schools /universities

Application for second degree/transferees from who earned collegiate units from other schools/universities

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Second Degree and Transfer Applicants from other schools/universities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly accomplished form (UP Form No. 3) 2. Two (2) 2x2 photos 3. True copy of grades signed by the Registrar (original and four photocopies) 4. Official Transcript of Records (for second degree applicants) <p>Additional requirements if the applicant is a graduate of an Associate, Certificate or Diploma Course.</p> <ol style="list-style-type: none"> 1. Certificate of Government Recognition 2. Certificate of Ladderized Course 	<ol style="list-style-type: none"> 1. Admissions Section / OUR Website (our.upd.edu.ph) 2. Student 3. Last school/university attended prior to admission to UP Diliman 4. Last school/university attended prior to admission to UP Diliman <p>For additional requirements:</p> <ol style="list-style-type: none"> 1. Previous school/university 2. Previous school/university

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check and evaluate application form and required documents	PHP 100.00 for second degree only	15 Minutes	<i>Student Records Evaluator</i> AS
	1.1 Preliminary evaluation and preparation of referral for	None	15 Minutes	<i>Student Records Evaluator</i> AS

	final evaluation			
2. Follow-up result of the preliminary evaluation		None	5 Minutes	<i>Student Records Evaluator or any Admissions Section Staff</i>
TOTAL:		PHP 100.00 for second degree only	35 Minutes	

Type of Service: External

Clearing of ineligibility (entrance credentials)

Clearing of ineligibility status (lacking entrance credentials)

Office or Division:	Admissions Section (AS) or One Stop Student Desk (OSSD), Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Lacking credentials e.g. (Official Transcript of Records, PSA Birth Certificate, PSA Marriage Certificate, TOEFL/IELTS, etc.)		Depends on the lacking requirements (PSA for Birth/ Marriage Certificate, Previous school for the TOR, etc.)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the lacking requirements	1. Receive, check the submitted requirement/s and clear ineligibility status in the CRS module	None	5 Minutes	<i>Student Records Evaluator</i> AS or OSSD
TOTAL:		None	5 Minutes	

Type of Service: External

Issuance of Certificate of Grade Equivalency

Certification of grade equivalent as a requirement for application for study/scholarship.

Office or Division:	Admissions Section (AS), Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished request form 2. Valid ID		1. AS, OUR 2. Company ID, School ID, LTO, DFA, GSIS etc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit duly accomplished request form	1. Receive duly accomplished request form with the requirements 1.1 Issue bill of payment	PHP 30.00	3 Minutes	<i>Frontline Staff</i> AS
2. Pay to the Cashier	2. Receive and record payment	None	10 Minutes	<i>Frontline Staff</i> AS
3. Claim the certification	3. Issue the certification	None	2 Minutes	Education Research Assistant AS
TOTAL:		PHP 30.00	15 Minutes	

Type of Service: External

Issuance of Request Letter of Official Transcript of Records/ Form 137 to universities/school

Requirement for university admission

Office or Division:	One Stop Student Desk (OSSD) / Admissions Section (AS), Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. University Admission Slip (UAS) or UP Form 5 2. Valid ID		1. Requesting Party 2. Company ID, School ID, LTO, DFA, GSIS etc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit UP Form 5/UAS and apply for Letter of Request of OTR/Form 137	1. Receive and check UP Form 5 / UAS 1.1 Prepare and print Letter Request of OTR/F137	None	12 Minutes	<i>Student Records Evaluator AS/OSSD</i>
2. Receive the Letter Request of OTR/Form137	3. Release the Letter Request of OTR/ Form137	None	2 Minutes	<i>Student Records Evaluator AS/OSSD</i>
TOTAL:		None	14 Minutes	

Type of Service: External

Issuance of University Admission Slip

A. NEW GRADUATE STUDENT (PHD/ MASTERAL/ DIPLOMA/ NON-DEGREE – GRADUATE STUDENTS) and NEW JURIS DOCTOR

Issuance of University Admission Slip to newly admitted graduate, non-degree and new juris doctor for registration purposes

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students admitted by UPD Colleges

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. College Admission Slip (Form 002) 2. Student Directory with 2x2 photo (2 copies) 3. Medical Certificate from UP Health Service (Fit to enroll) 4. Plan of study (for graduate students only) 5. PSA Birth Certificate(original copy) 6. PSA Marriage Certificate (original, if married) 7. Honorable Dismissal/Transfer credential – if from other school/university 8. Transcript of records used for evaluation duly signed by the College SRE/College Secretary 9. Permit to Transfer (if previously enrolled in another graduate program within Diliman) 10. Official Transcript of Records with remarks "Copy for UP Diliman" (in a sealed envelope) 11. Certificate of Eligibility (for New Juris Doctor) 	<ol style="list-style-type: none"> 1 to 9 Accepting College 10. Last school/university attended prior to admission to UP Diliman 11. AS, OUR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents	None	14 Minutes	<i>Student Records Evaluator AS</i>

	1.1 Process University Admission Slip (UAS), CRS Temporary Account (if needed), Certificate of Eligibility (for New Juris Doctor), Request for OTR(if needed)			
2. Receive UAS	2. Release UAS to student	None	1 Minute	
3. Submit University Admission Slip (college copy) to the Office of the College Secretary)		None		
TOTAL:		None	15 Minutes	

B. NEW FRESHMEN AND NEW TRANSFER FROM OTHER SCHOOLS AND UNIVERSITIES
(Undergraduate Associate of Arts, Certificate and Diploma programs)

Issuance of University Admission Slip to newly admitted freshmen and new transfer from other schools and universities (Associate of Arts, Certificate and Diploma programs) for registration purposes.

Office or Division:	Admissions Section (AS), Office of the University Registrar	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	Admitted New Freshmen and New Transfer Students from other schools/universities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. College admission slip (Form 002) 2. Student Directory with 2x2 photos (2 copies) 3. Medical Certificate from UP		1 to 6 Accepting College

<p>Health Service (Fit to enroll) 4. PSA Birth Certificate(original copy) 5. PSA Marriage Certificate (original, if married) 6. Permit to Transfer (if previously enrolled in other UP Unit/other UPD Colleges)</p> <p>Additional requirements if New Freshmen</p> <ol style="list-style-type: none"> 1. High School Card (F138) - 1st and 2nd semester of Grade 12 2. Official High School Transcript (F137 Grades 7-12) with remarks "Copy for UP Diliman", with date of graduation and Learner Reference Number (LRN) - in a sealed envelope <p>Additional requirements if New Transfer</p> <ol style="list-style-type: none"> 1. Honorable Dismissal/Transfer credential 2. Transcript of records used for evaluation duly signed by the College SRE/College Secretary 3. Official Transcript of Records with remarks "Copy for UP Diliman" - in a sealed envelope 4. Certificate of NSTP Serial Number, if student has completed NSTP 1 & 2 	<p>- Accepting college</p> <p>- Previous school (Senior High School)</p> <p>- Accepting college</p> <p>- Accepting college</p> <p>- Last school/university attended prior to admission to UP Diliman</p> <p>- Previous school/ university</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents 1.1 Process University Admission	None	14 Minutes	<i>Student Records Evaluator</i> AS

	Slip (UAS), CRS Temporary Account (if needed), Certificate of Eligibility (for New Juris Doctor), Request for OTR(if needed)			
2. Receive UAS	2. Release UAS to student	None	1 Minute	<i>Student Records Evaluator</i> AS
2. Submit University Admission Slip (college copy) to the Office of the College Secretary				
TOTAL:		None	15 Minutes	

C.READMISSION FROM ABSENCE WITHOUT LEAVE (AWOL)

Issuance of University Re-admission Slip to readmitted students from AWOL -for registration purposes.

Office or Division:	Admissions Section (AS), Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Re-admitted students from Absence without official leave (AWOL)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. College readmission slip (Form 002) 2. Official receipt for AWOL fee (P225.00) 3. Medical Certificate from UP Health Service (if AWOL for more than 1 semester) 4. Student Directory		Accepting College		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required	1. Receive, check,	None	9 Minutes	<i>Student Records Evaluator</i> AS

documents	evaluate all required documents 1.1 Process University Re-admission Slip			
2. Receive UAS	2. Release UAS	None	1 Minute	<i>Student Records Evaluator</i> AS
3. Submit University Re-admission Slip (college copy) to the Office of the College Secretary				
TOTAL:		None	10 Minutes	

D. SHIFTEES WITHIN COLLEGE (S1) AND SHIFTEES WITHIN DILIMAN (S2)

Issuance of University Admission Slip to admitted students who shifted to another program for registration purposes.

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students who shifted to another program

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SHIFTEES WITHIN COLLEGE (S1) 1. College admission slip (Form 001) 2. Student directory 3. True copy of grades used for evaluation	Accepting College
SHIFTEES WITHIN DILIMAN (S2) 1. College admission slip (Form 001) 2. Student directory 3. True copy of grades used for	

evaluation 4. Permit to transfer				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents 1.1 Process University Re-admission Slip	None	9 Minutes	<i>Student Records Evaluator</i> AS
2. Receive UAS	2. Release UAS	None	1 Minute	<i>Student Records Evaluator</i> AS
2. Submit University Admission Slip (college copy) to the Office of the College Secretary				
TOTAL:		None	10 Minutes	

E. TRANSFEREES FROM OTHER UP UNITS (BACHELOR PROGRAMS) - T1

Issuance of University Admission Slip to newly admitted transferees from constituent universities for registration purposes.

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Admitted transfer students from another UP Units
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. College admission slip (Form 002) 2. Student Directory 3. Two (2) 2x2 photos 4. Medical Certificate from UP Health Service (Fit to enroll) 5. PSA Birth Certificate(original copy)	1 to 7 Accepting College

6. PSA Marriage Certificate (original, if married) 7. True copy of grades used for evaluation duly signed by the College SRE/College Secretary 8. Official Transcript of Records with remarks "Cleared as of _____)"- in a sealed envelope 9. Certificate of NSTP Serial Number, if student has completed NSTP 1 & 2		8. Last school/university attended prior to admission to UP Diliman 9. Previous school/university		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents 1.1 Process University Admission Slip, CRS Temporary Account (if needed), Request for OTR(if needed)	None	14 Minutes	<i>Student Records Evaluator AS</i>
2. Receive UAS	2. Release UAS	None	1 Minute	<i>Student Records Evaluator AS</i>
2. Submit University Admission Slip (college copy) to the Office of the College Secretary				
TOTAL:		None	15 Minutes	

F. TRANSFEREES FROM OTHER SCHOOLS /UNIVERSITIES AND SECOND DEGREE (BACHELOR PROGRAMS) - T2

Issuance of University Admission Slip to newly admitted transferees from other schools/universities for registration purposes.

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple

Type of Transaction:	Government to Citizen			
Who may avail:	Admitted transfer students from other schools/universities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. College admission slip (Form 002) 2. Student Directory 3. Two (2) 2x2 photos 4. Medical Certificate from UP Health Service (Fit to enroll) 5. PSA Birth Certificate(original copy) 6. PSA Marriage Certificate (original, if married) 7. True copy of grades/Transcript of Records used for evaluation 8. Honorable Dismissal/Certificate of Transfer Credential 9. Official Transcript of Records with remarks "Copy for UP Diliman"- in a sealed envelope 10. Certificate of NSTP Serial Number, if student has completed NSTP 1 & 2		1 to 8 Accepting College 9. Last school/university attended prior to admission in UP Diliman 10. Previous school/university		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents 1.1 Process University Admission Slip, CRS Temporary Account (if needed), Request for OTR(if needed)	None	14 Minutes	<i>Student Records Evaluator</i> AS
2. Receive UAS	2. Release UAS	None	1 Minute	<i>Student Records Evaluator</i> AS
3. Submit University				

Admission Slip (college copy) to the Office of the College Secretary				
TOTAL:		None	15 Minutes	

G. FOREIGN FRESHMEN/TRANSFEREES/GRADUATE STUDENTS, VAAS PROGRAM, STUDENTS WITH SPECIAL NEEDS

Issuance of University Admission Slip to newly admitted students under the One Stop Student Desk for registration purposes.

Office or Division:	One Stop Student Desk (OSSD), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	UP Diliman Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. College Admission Slip 2. Form 137 & Form 138 (for freshmen) 3. Official Transcript of Records Local School: With remarks Copy for UP Diliman Foreign School: Apostille 4. Original PSA Birth Certificate or Foreign Birth Certificate 5. Medical Certificate from UHS 6. Student Directory with passport size photos (2 copies) 7. Honorable Dismissal / Transfer Credential/ Permit to Transfer, if applicable 8. SAT/GCE/IB Diploma (original) <u>For Married Female</u> 9. Original PSA Marriage Contract <u>For Foreign Students</u> 10. Study permit 11. TOEFL/IELTS (if Medium of Instruction of previous school is not English) <u>For Graduate Students</u> 12. Plan of Study	1 to 7 Accepting College 8. College Board/Current School 9. PSA 10. OILD 11. Accepting College 12. Accepting College

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents	1. Receive, check, evaluate all required documents 1.1 Process University Admission Slip, CRS Temporary Account (if needed), Request for OTR(if needed)	None	14 Minutes	<i>Student Records Evaluator OSSD</i>
2. Receive UAS	2. Release UAS	None	1 Minute	<i>Student Records Evaluator OSSD</i>
3. Submit University Admission Slip (college copy) to the Office of the College Secretary				
TOTAL:		None	15 Minutes	

Type of Service: External

Issuance of UP Photo ID

Issuance of identification to all officially enrolled students

- A. Officially enrolled students
(UPD, UPDEPP, UPDEPO)**
Regular
Non-degree
Cross-registrants (foreign)
Foreign

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	UPD, UPEDEPP and UPDEPO Officially enrolled students (Regular, Non-degree, Foreign cross-registrants and foreign students)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Current UP Form 5 2. Appointment Slip 3. Official receipt of payment 4. One (1) passport size photo (for new student) 5. Duly accomplished Information Sheet (for new student)		1. Student 2. AS, OUR 3. Cash Office, UP Diliman 4. Photo shop/service 5. AS, OUR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished information sheet and required documents	1. Receive and check the required documents	PHP 130.00 (None - for new undergrad students)	3 Minutes	<i>Photographer</i> AS
2. Receive claim stub	2. Take photo and issue claim stub	None	2 Minutes	<i>Photographer</i> AS
	2.1 Prepare and transmit Perso File to card vendor every Friday for printing	None	7 Days	<i>AISS Personnel</i>

3. Claim UP ID	3. Release processed ID	None	5 Minutes	<i>Photographer AS</i>
TOTAL:		PHP 130.00 (None - for new undergra d students)	7 Days, 10 Minutes	

B. UP Integrated School Students

Office or Division:	Admissions Section (AS), Office of the University Registrar
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Officially enrolled UPIS students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Current UP Form 5 2. Appointment Slip 3. Official receipt of payment 4. One (1) passport size photo (for new student) 5. Duly accomplished Information Sheet (for new student)	1. Student 2. AS, OUR 3. Cash Office, UP Diliman 4. Photo shop/service 5. AS, OUR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished information sheet and required documents	1. Receive and check the required documents	PHP 130.00	5 Minutes	<i>Photographer AS</i>
	2. Process, print and release UPD-ID to the student	None	15 Minutes	<i>Photographer AS</i>
TOTAL:		PHP 130.00	20 Minutes	