

Type of Service: External

Application of foreign transferees and Automatic Admission of foreign freshmen

Evaluation of foreign freshman admission

Office or Division:	One Stop Student Desk (OSSD), Office of the University Registrar			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	International Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Form (UP Form No. 3.1) 2. High School Transcript/True Copy of Grades <u>For automatic admission</u> 3. SAT 4. IB Diploma 5. GCE 6. Affidavit of no collegiate enrolment if with gap from high school graduation prior to admission to UPD (for New Freshmen) 7. US\$30.00 Application Fee		1. OSSD, OUR / our.upd.edu.ph 2. Previous school 3. College Board (SAT) 4. Applicant's school 5. Applicant's school 6. Notary Public 7. Cash Office, UP Diliman / Postal Money Order/Bank		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements together with the application fee <u>Application Period</u> Foreign Applicants: January – April 15 Filipino Applicants: January – June 15	1. Receive and check application form and all requirements 1.1 Evaluate and process application	US \$30.00	1 Day	<i>Student Records Evaluator</i> OSSD
2. Wait for the results of application <u>Results Availability</u> July	2. Inform the applicant of the results via email	None	5 Minutes	<i>Student Records Evaluator</i> OSSD
TOTAL:		US \$30.00	1 Day, 5 Minutes (excluding the time of waiting for the results of	

		application)	
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Type of Service: External

Assessment of Matriculation Fees & Printing of UP Form 5, Change of Matriculation (UP Form 26A) and Dropping Slip (UP Form 26) of students under OSSD

Assessment of Fees of UP Form5, Change of Matriculation and Dropping Slip

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. UP Form 5A 2. UP Form 5 3. Certificate of Authority to Bill/Certificate of Scholarship For Foreign Students 4. Study permit		1. Student 2. Student 3. Agency offering the scholarship 4. OILD, UP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Certification for Scholarship and UP Form5A	1. Receive the Certification & UP Form 5A	None	2 Minutes	<i>Student Athletes Records Examiner OSSD</i>
	1.1 Check & evaluate the certification and tag in the CRS Module	None	3 Minutes	<i>Student Records Evaluator OSSD</i>
	1.2 Tag and assess in the CRS module	None	3 Minutes	<i>Student Records Evaluator OSSD</i>
2. Receive UP Form 5 / Change of Matriculation Form / Dropping Slip and Pay at the Cash Office, UP Diliman	2. Issue the UP Form 5	Form 5 – Assessed Amount COM- PHP10.00 Dropping – P10.00 per unit	2 Minutes	<i>Student Athletes Records Examiner OSSD</i>
TOTAL:		Form 5 – Assessed Amount COM- PHP10.00 Dropping –	10 Minutes	

	P10.00 per unit		
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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 Acceptance Letter for foreign students

Processing of Acceptance Letter of new foreign students for Student Visa 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 New Foreign Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
College Notice of Admission / College Admission Slip		College		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Notice of Admission	1. Receive the Notice of Admission	None	2 Minutes	<i>Student Athletes Records Examiner OSSD</i>
	1.1 Check and evaluate the documents	None	3 Minutes	<i>Student Records Evaluator OSSD</i>
	1.2 Process and print the Acceptance Letter	None	5 Minutes	<i>Student Records Evaluator OSSD</i>
	1.3 Secure authorized signature	None	1 Day	<i>University Registrar OUR</i>
2. Claim the Acceptance Letter	2. Release the Acceptance Letter	None	2 Minutes	<i>Student Athletes Records Examiner OSSD</i>
TOTAL:		None	1 Day,12 Minutes	

Type of Service: External

Issuance of Certified True Copy of UP Form 5 for students under OSSD

This is a requirement of K-12 CHED Scholars for the release of their allowance

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 under OSSD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP Form 5 (original and photocopy)		Student		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit UP Form 5 (original and photocopy)	1. Receive the UP Form 5	None	2 Minutes	<i>Student Athletes Records Examiner OSSD</i>
	1.1 Check / Verify the UP Form 5, certify then sign	None	4 Minutes	<i>Student Records Evaluator OSSD</i>
4. Receive the Certified True Copy of UP Form 5	4. Release the Certified True Copy of UP Form 5	None	2 Minutes	<i>Student Athletes Records Examiner OSSD</i>
TOTAL:		None	8 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 Student with Special Needs (SWAS) ID

Issued to identify student with special needs

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 with Special Needs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from the University Health Service 2. 1 piece Passport size ID picture		1. UP Health Service 2. Photo shop/service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit ID picture	1. Receive ID picture 1.1 Check List of SWAS given by the UP Health Service and give the pre-processed ID to the student	None	10 Minutes	<i>Student Athletes Records Examiner OSSD</i>
2. Sign the SWAS ID	2. Laminate the SWAS ID	None	15 Minutes	<i>Student Athletes Records Examiner OSSD</i>
3. Receive the SWAS ID then sign in the logbook	3. Release the SWAS ID	None	2 Minutes	<i>Student Athletes Records Examiner OSSD</i>
TOTAL:		None	27 Minutes	