



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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**MEMORANDUM ECA NO. 11-23**

Date : 08 November 2011

To : College Secretaries

From :   
Evangeline C. Amor, Ph.D.  
University Registrar

RE : Assessment of change of matriculation for the second semester AY 2011-2012

I attach a sample copy of the change of matriculation form for your guidance. Please also take note that the new change of matriculation form now has the following copies:

- student's – this will be presented to their instructor as proof of their enrollment. The instructor can then verify student's enrollment with the classlist for the corresponding course.
- cashier's – the only copy with matriculation breakdown.
- dean's and registrar's

In cases when there are two different transactions involving laboratory courses only, I request that you instruct your assessors to manually write the corresponding laboratory fees across the laboratory course, on the cashier's copy of the change of matriculation form.

Please be advised that payment for change of matriculation will be accepted by the UP Cashier starting at 1 PM on 08 November 2011.

Thank you very much for your usual cooperation.