



UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar

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25 April 2013

OUR MEMORANDUM ECA NO. 13 - 15

TO: ALL COLLEGE SECRETARIES, GRADUATE COORDINATORS & SRES

FROM: EVANGELINE C. AMOR, Ph.D.
University Registrar

RE: **IMPORTANT REMINDERS**

A. Start of Issuance of University Admission Slips to the ff. students for the First Semester 2013-2014 is on May 14, 2013 (Tuesday).

- CERTIFICATE PROGRAMS
(CSS, SMPF, CTA, CMUSIC, DCPMA, CFINE ARTS)
- NEW VAAS STUDENTS
- NEW UNDERGRADUATE TRANSFER STUDENTS FROM
OTHER SCHOOLS
- NEW TRANSFEREES FROM OTHER UP UNITS
- NEW GRADUATE STUDENTS
- CPE Students
- NEW LAW STUDENTS
- SHIFTEES WITHIN THE COLLEGE
- SHIFTEES WITHIN DILIMAN COLLEGES
- NEW FRESHMEN WHO DID NOT CONFIRM BUT WILL
ENROLL ON JUNE 3, 2013

B. A **TEMPORARY CRS ACCOUNT** will be given to the above-mentioned students so that they can (a) fill out their student profile online (b) pre-enlist online (c) print their Form 5A. This is also to enable the College to print their students' Form 5s.

Kindly advise them to bring the following documents to the ARS-OUR for the issuance of their University Admission Slip and Temporary CRS Account.

- **College Admission Slip** (For New Students including transferees from other CUs)
- **College Admission Slip** (For those who shifted within the college & within Diliman colleges)
- **College Readmission Slip -** (For Old Returning Students from LOA/AWOL)
 - **From LOA** – receipt number of LOA fee of P150.00 should be written in the College Readmission Slip
 - **From AWOL-** payment of AWOL fee of P225.00
(**Please attach a copy of the Approved Appeal of the student if AWOL is for 2 semesters or more).**)
- **Permit to Transfer** – for transferees coming from another UP Unit & Shiftees within Diliman Colleges.
- **True Copy of Grades(used by the college for evaluation)** - for transferees coming from another UP Unit
- **Form 138 (High School Card with Principal's signature)** -(FOR NEW REGULAR, CERTIFICATES, & VAAS FRESHMEN ONLY)
- **Form 137 (High School Transcript)** –if student has it already. (FOR NEW REGULAR,CERTIFICATES, & VAAS FRESHMEN ONLY)
- **NSO Birth Certificate (Original & Xerox Copy)**
- **Medical Certificate from UP Health Service**
 - * New Freshmen(Regular, Certificate, VAAS) medical certificates - to be submitted to OUR
 - *Other categories - will have to submit it to their respective colleges
- **Two (2) passport size photos**
- **Student Directory (2 copies)**
- **Honorable Dismissal /Transfer Credential-** (For New Transferees only-whether in the Bachelor Programs, Certificate Programs, & VAAS)
- **Official Transcript of Record** (For New Undergraduate Transferees, New Graduate Students, New Law Students ,New Transferees from

Other UP Units & New VAAS & Certificate Transferees **-if they have it already**). If none yet, a **request for their transcript** will be given to them by the Admission Staff.

- **Official TOEFL Score Report (500 if Paper-based, 173 if computer based & 61 if Internet Based (IBT) - if medium of instruction in their previous school is not "English"**
- **Study Permit from ISP/ Student Visa –(if foreigner)**

The ARS-OUR will then issue the following documents to the student:

- University Admission Slip – to be submitted by the student to his/her College where he/she was admitted
- Request for Form 137/ Official Transcript – to be given by the student to his/her previous school
- A temporary Username and Password will be issued to the new student so that he/she can have access to CRS for the *filling out of the student data online, for enlistment of subjects online and to be able to print their own Form 5-A (Preliminary Registration Form).*

NOTES:

- Students who were issued University Admission Slips within the scheduled period for online enlistment can participate in the process.
- Students who got their University Admission Slips after the last batch processing will have to enlist through online prerog on their scheduled dates.
- Students who were not able to get all their subjects through online enlistment will have to enlist through online prerog on their scheduled dates.
- New Freshmen and Graduating Students will enroll on **June 3, 2013 (Monday)** at their respective colleges.
- New Freshmen who confirmed but did not enroll during the Advance Registration for New Freshmen should go first to the Office of the University Registrar to submit all the requirements and to get their Form 5A(Preliminary Registration Form).
- New Freshmen who did not confirm but will enroll on June 3, 2013 should go first to the Office of the University Registrar to submit all the requirements and for the issuance of a University Admission Slip and Form 5A (Preliminary Registration Form).

Thank you for your support and cooperation.