



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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02 December 2013

**MEMORANDUM ECA NO. 13-40**

TO: ALL COLLEGE SECRETARIES and GRADUATE COORDINATORS

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

RE: CLEARANCE MODULE DEPLOYMENT

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This is relative to MEMORANDUM ECA NO 13-39 on Clearance module deployment scheduled on 02 December 2013.

Aside from ensuring the tags on "Academic Eligibility and Accountability" module, please be guided as well on the flowchart and mechanics of its implementation.

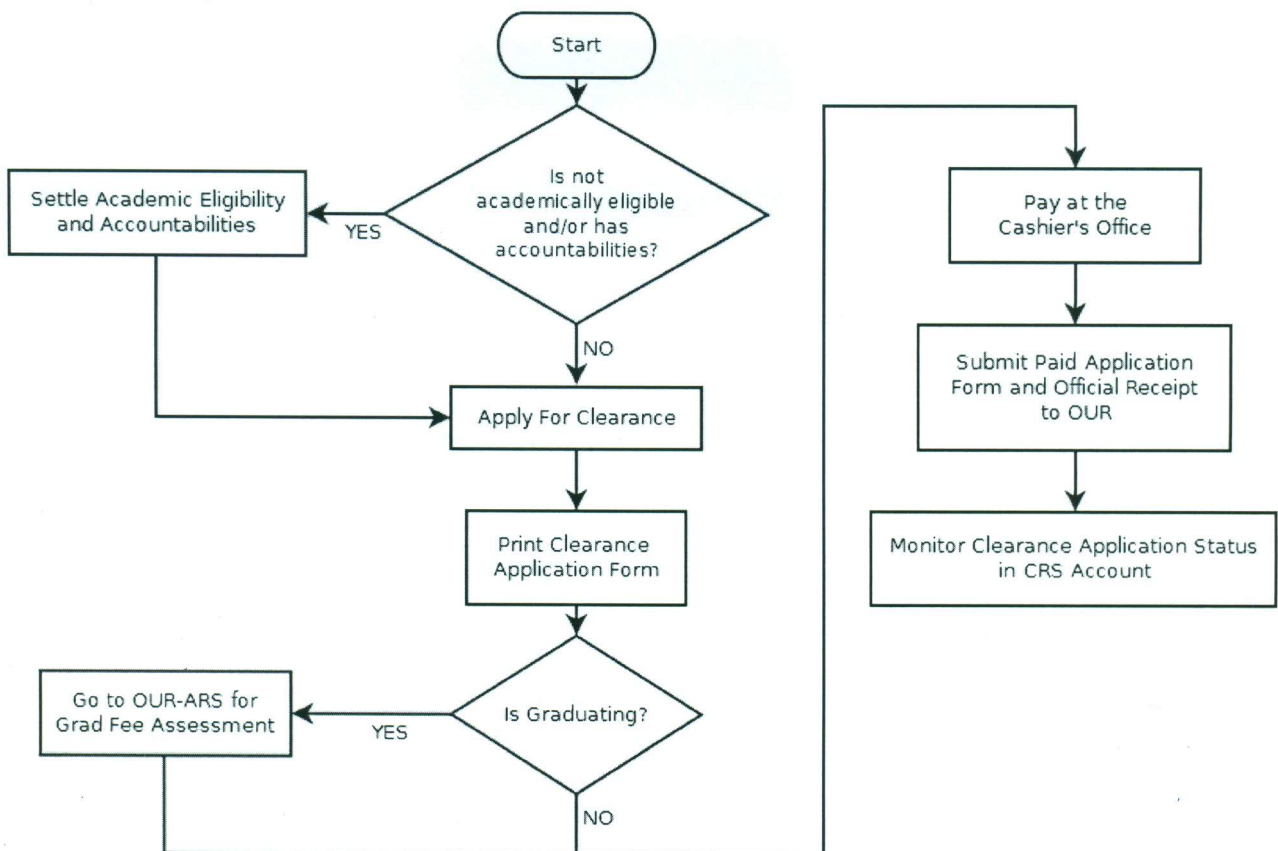
Annexed to this memorandum are the Clearance Application Process flowchart and Clearance Application mechanics for your perusal.

For your information and guidance.

Thank you very much

## Online University Clearance Application

### Clearance Application Process



1. **Settle Academic Eligibility and Accountabilities.** If a student is not academically eligible and/or has accountabilities, he/she should go to the concerned offices to settle them. **Students who are temporarily eligible or has waived delinquencies are not eligible to apply for Clearance.**
2. **Apply For Clearance.** The student can apply for clearance using the University Clearance module accessible through his/her CRS account. Upon application, student supplies his/her purpose/s for application.
3. **Print Clearance Application Form.** Upon submission, the student should print his/her Clearance Application Form.
4. **Grad Fee Assessment.** If the student is graduating, he/she should proceed to the OUR-ARS Office for Grad Fee Assessment.
5. **Pay at the Cashier's Office.** The student then goes to the Cashier's Office to pay for the clearance certification fee (currently ₱30.00). If applicable, he/she should also pay for the graduation fee.
6. **Submit Paid Application Form and Official Receipt to the OUR.** Once the student has paid, he/she then proceeds to the OUR-ARS Office to submit the paid application form.
7. **Monitor clearance status.** The student can monitor his/her clearance status on his/her CRS account. He/She may claim his/her certificate of clearance as soon as the clearance's status becomes 'Cleared'.

## Clearance Application Mechanics

- The following students cannot apply for Clearance:
  - **Students with unpaid matriculation for classes enlisted**, either obtained through the Batch Run or E-prerog. Students must either pay or cancel these enlistments before applying.
  - **Students with unfinished Change of Matriculation (COM) applications**. Students must either finish or cancel their ongoing COM applications before they can apply for Clearance.
  - **Students with unpaid dropping applications**. Unpaid drops must either be paid or cancelled before they can proceed with Clearance.
  - **Students with unpaid Residency applications**. Ongoing Residency applications must be either paid or cancelled before applying for Clearance.
  - **Students who are not academically eligible, and/or has accountabilities** . They must first settle their academic eligibility and accountabilities before applying for Clearance.
  - **Students that are currently enrolled with an ongoing LOA application**. They must have their applications approved before they can apply.
  - **Students with no previously conferred degree that are currently enrolled while the class period has not yet officially ended**. It is advised for them to wait for the end of the class period, then afterwards applying for Clearance.
- For students with no previously conferred degree(s) who are currently enrolled and are applying for clearance for the purpose of acquiring their Official Transcript of Records, they may proceed directly to the Transcript Section to begin transcript application.
- A student who incurs an accountability after a certificate of clearance has been issued will have to settle said accountability and re-apply. The student may present the receipt made with the previous application.
- The processing of clearance applications officially starts once the student submits his/her paid application form at the OUR-ARS.

## Notes

- If the student doesn't have a CRS account, he/she may proceed to the OUR-ARS for clearance application.
- If you find any inconsistencies with the enrollment details printed on the application form, please contact OUR-ARS Office for appropriate action.
- Normally, clearance is released a week after BOR approval of graduation but during peak periods (March-July and December-January), processing takes longer because of the volume of requests.