



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

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.

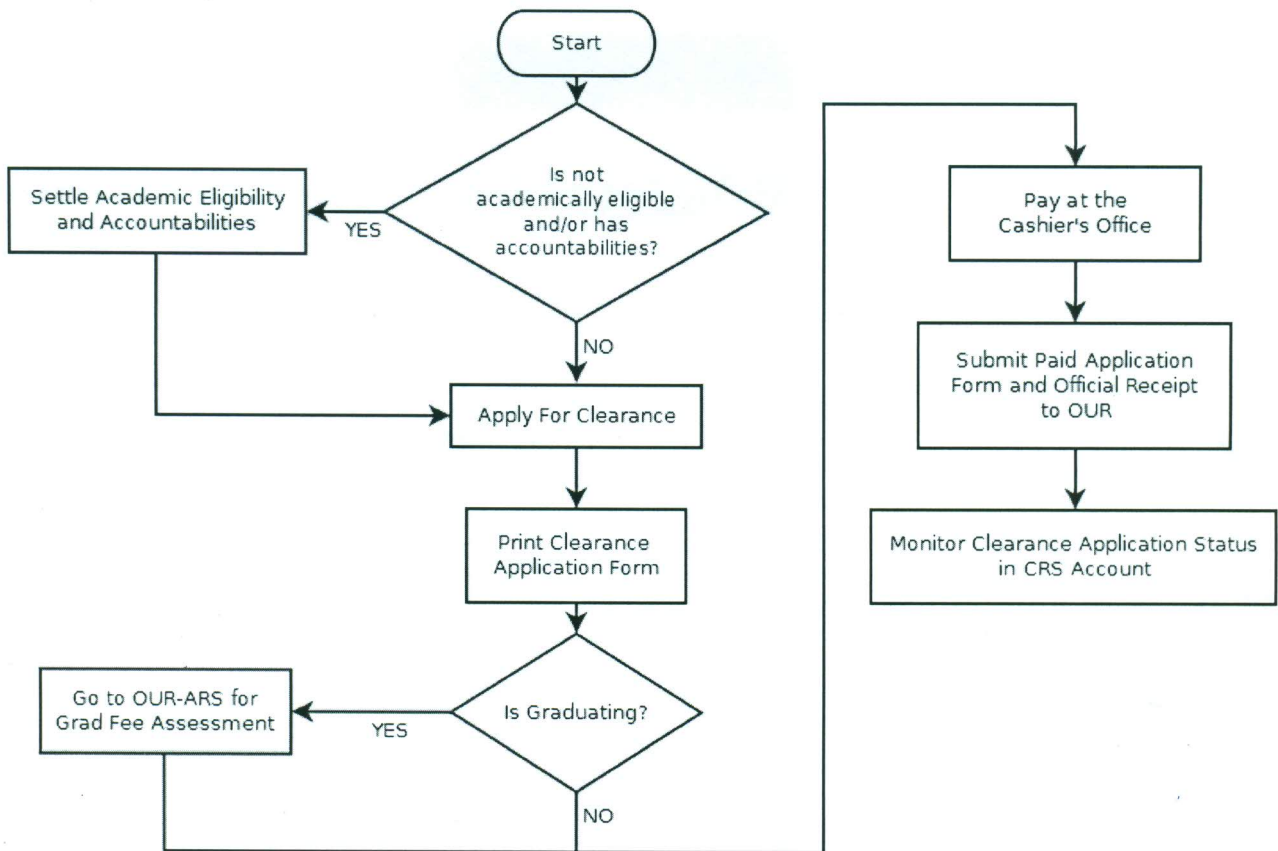
Annexed to this memorandum are the Clearance Application Process flowchart and Clearance Application mechanics for your perusal.

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'.

