



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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21 April 2014

OUR MEMORANDUM ECA NO.14-19

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 2014-2015 is on May 19, 2014 (Monday).

- 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 JURIS DOCTOR STUDENTS
- SHIFTEES WITHIN THE COLLEGE
- SHIFTEES WITHIN DILIMAN COLLEGES
- NEW FRESHMEN WHO DID NOT CONFIRM BUT WILL ENROLL ON AUGUST 4, 2014

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 Juris Doctor 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.
- **Study Permit from ISP/ Student Visa** –(if foreigner)

