



UNIVERSITY OF THE PHILIPPINES DILIMAN

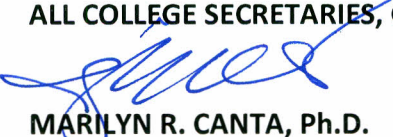
*Office of the University Registrar*

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29 May 2015

OUR MEMORANDUM MRC NO.15-04

TO: **ALL COLLEGE SECRETARIES, GRADUATE COORDINATORS & SREs**

FROM:   
**MARILYN R. CANTA, Ph.D.**  
University Registrar

RE: **IMPORTANT REMINDERS**

A. Start of Issuance of University Admission Slips (UAS) for the First Semester 2015-16 is on June 24, 2015 (Wednesday) for the following students:

1. Shiftees
  - Within the College
  - Within Diliman Colleges
2. Transferees
  - From other UP units
  - From other universities/schools
3. New Juris Doctor students
4. New VAAS students
5. New Students in Certificate Programs (CSS, SMPF, CTA, CMUSIC, DCPMA, CFine Arts)
6. New Freshmen who did not enroll during Advance Registration for New Freshmen

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; and (c) print their Form 5A. This will also allow the Colleges to print the Form 5As of their students.

C. The following procedures should be followed;

1. Kindly advise them to bring the following documents to the ARS-OUR for the issuance of their UAS and Temporary CRS Account:

<b>New Graduate Students</b>	<b>New VAAS Students / New Certificate Programs</b>	<b>Shiftees Within Diliman Colleges &amp; Within Colleges</b>	<b>Transferees From Other UP Units</b>	<b>Transferees From Other Schools</b>	<b>Old Returning From LOA / AWOL</b>
College Admission Slip	College Admission Slip	College Admission Slip	College Admission Slip	College Admission Slip	College Readmission Slip
TORs (used by the College for evaluation)	Form 138 (HS Card) Original	Permit to Transfer (within Diliman College)	Permit to Transfer	A request for OTR will be given by the Admission Staff (OUR-ARS)	OR# of LOA Fee P150
Honorable Dismissal / Transfer Credential	Form 137 (HS Transcript) – A request for F137 will be given by the Admission Staff (OUR-ARS)	True Copy of Grades (used by the College for evaluation)	True Copy of Grades (used by the College for evaluation)	Honorable Dismissal / Transfer Credential	Payment of AWOL Fee of P225
NSO Birth Certificate (Original & Xerox copy)	NSO Birth Certificate (Original & Xerox copy)	Student Directory (2 copies)	NSO Birth Certificate (Original & Xerox copy)	NSO Birth Certificate (Original & Xerox copy)	Approved Appeal for Readmission of student if AWOL is for 2 semesters or more
Medical Certificate	Medical Certificate	Two (2) passport size photos	Medical Certificate	Medical Certificate	Medical Certificate
If married female, NSO Marriage Certificate (orig & xerox copy)	Student Directory (2 copies)	Study Permit from ISP (if foreigner)	If married female, NSO Marriage Certificate (orig & xerox copy)	If married female, NSO Marriage Certificate (orig & xerox copy)	Student Directory (2 copies)
Student Directory (2 copies)	Two (2) passport size photos		Student Directory (2 copies)	Two (2) passport size photos	Study Permit from ISP (if foreigner)
Two (2) passport size photos	Study Permit from ISP (if foreigner)		Two (2) passport size photos	Student Directory (2 copies)	
A request for OTR will be given by the Admission Staff (OUR-ARS)	*TOEFL <sup>1</sup> and/ or IELTS <sup>2</sup> score report		A request for OTR will be given by the Admission Staff (OUR-ARS)	Study Permit from ISP (if foreigner)	
Study Permit from ISP (if foreigner)			Study Permit from ISP (if foreigner)	*TOEFL <sup>1</sup> and/ or IELTS <sup>2</sup> score report	
*TOEFL <sup>1</sup> and/ or IELTS <sup>2</sup> score report					
Plan of Study					

\*If the medium of instruction in the school attended is not English, an Official TOEFL<sup>1</sup> and/ or IELTS<sup>2</sup> score report must be submitted.

<sup>1</sup>

A score of 500 in the paper-based, or at least 173 in the computer-based, or at least 61 in the internet-based exam.

<sup>2</sup>

A score of at least 5.5

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

**NOTE:**

- Students who were issued UAS within the scheduled period for online pre-enlistment can participate in the process.
- Students who got their UAS 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 pre enlistment will have to enlist through online prerog on their scheduled dates.
- New Freshmen and Graduating Students will enroll on **July 28, 2015 (Tuesday)** at their respective colleges.
- New Freshmen who confirmed but did not enroll during the Advance Registration for New Freshmen should first go to the OUR to submit all the requirements and to get their Form 5A (Preliminary Registration Form).

Thank you for your support and cooperation.