



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

T.M. Kalaw St. corner Quirino St., U.P. Diliman, Q.C. 1101 ■ P.O. Box 161, U.P. Diliman, Q.C. 1101  
Direct Line 927-6084 ■ U.P. Diliman Trunk Line No. 981-8500

07 May 2018

OUR Memorandum No. MTTP 2018-09

To: All College Secretaries and Graduate Program Coordinators

From:   
MA. THERESA T. PAYONGAYONG, PhD  
University Registrar

Subject: Important Reminders

A. The start of issuance of University Admission Slips (UAS) for the First Semester 2018-19 is on **June 25, 2018 (Monday)** for the following students:

1. New Graduate Students
2. New Juris Doctor students
3. New VAAS students
4. New Students in Certificate Programs (CSS, SMPF, CTA, CMUSIC, DCPMA, CFine Arts)
5. Transferees
  - From other UP units
  - From other universities/schools
6. Shiftees
  - Within the College
  - Within Diliman Units/Colleges
7. Old returning from AWOL

B. The following procedures should be followed:

1. Kindly advise students to bring the following documents (***please refer to Table 1***) to the OUR Admission Section (OUR-AS) for the issuance of their UAS (University Admission Slip) and temporary CRS account.



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#### 2. The OUR-AS will then issue the following documents to the student:

- University Admission Slip with student directory– *to be submitted by the student to College where admitted*
- Request for Form 137/ Official Transcript – *to be given by the student to previous school*
- A temporary Username and Password – *This will be issued to new students to enable them to access the CRS for filling out of the student data online, online pre- enlistment of subjects and printing of Form 5A (Preliminary Registration Form).*
- Provisional Admission signed by the student - *to be submitted by the student to College where admitted*

#### OTHER REMINDERS:

- Old-returning from LOA students should accomplish the Return From LOA form and student directory, and submit medical certificate from University Health Service if LOA is more than one semester.
- For students who applied for readmission from AWOL/LOA and plan to enroll for residency for a particular semester, the college should indicate “for residency” in the College Admission/Readmission Slip.

Thank you for your cooperation.

**Table 1. Requirements for Issuance of University Admission Slip**

Requirements	New Graduate Students	New Juris Doctor	New VAAS Students / New Certificate Programs	Transferees From Other UP Units	Transferees From Other Schools/ Universities	Shiftees Within Diliman Colleges & Within Colleges	Old Returning From AWOL
College Admission Slip / College Readmission Slip	/	/	/	/	/	/	/
TORs (used by the College in evaluation)	/	/	/				
Honorable Dismissal / Transfer Credential  Note: except for student who graduated from UP CUs	/	/	/		/		
A request for OTR will be given by the Admission Staff (OUR-AS)	/	/	/	/	/		
Form 138 (HS Card-original copy)			/				
Form 137 (HS Transcript) – A request for F137 will be given by the Admission Staff (OUR-AS)			/				
PSA Birth Certificate (original copy )	/	/	/	/	/		
If married, PSA Marriage Certificate (original copy)	/	/	/	/	/		
Medical Certificate from UHS (University Health Service)	/	/	/	/	/		/ (AWOL for more than one sem)
Student Directory (2 copies)	/	/	/	/	/	/	/
Two (2) passport size photos	/	/	/	/	/	/	
Plan of Study	/						
Permit to transfer if within Diliman Colleges	/					/	
Permit to Transfer (w/ original signature of the Registrar				/			