



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 2019

OUR Memorandum No. MTTP 2019-10

To: All College Secretaries and Graduate Program Coordinators

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

Subject: Reminders on Issuance of University Admission Slip

Please be reminded of the following:

A. The start of issuance of University Admission Slip (UAS) for the First Semester 2019-2020 is on **June 24, 2019 (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 to the OUR Admissions Section (OUR-AS) the documents listed on the attached Table 1 for the issuance of their UAS and temporary CRS account.

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 the College where he/she was admitted*
- Request for Form 137/ Official Transcript – *to be given by the student to his/her previous school*
- A temporary Username and Password – *to 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/ viewing of Form 5A (Preliminary Registration Form).*
- Provisional Admission signed by the student - *to be submitted by the student to the College where he/she was admitted*

OTHER REMINDERS:

- 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.
- College SRE checks ineligibilities of the student before issuance of College Readmission Slip.
- Old-returning from LOA students should accomplish the Return from LOA form and student directory, and submit medical certificate from University Health Service if the reason for LOA is medical/health-related or the LOA exceeded one semester. The revised Return from LOA Form can be downloaded at <http://our.upd.edu.ph/forms/Return%20from%20LOA.pdf>
- The revised Student Directory (March 2019) can be downloaded at <http://our.upd.edu.ph/forms/OUR%20FORM%203.doc>

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)	/ (with SRE/College Secretary's signature at the back of the TOR)	/	/				
Honorable Dismissal / Transfer Credential <small>No issuance of College Admission Slip (CAS) without the HD/TC</small> 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 /PSA Report of birth or Identification Certificate, if Filipino born abroad (original copy)	/	/	/	/	/		
If married, PSA Marriage Certificate (original copy)	/	/	/	/	/		
Medical Certificate from UHS (University Health Service)	/	/	/	/	/		/ (AWOL for more than one semester)
Student Directory (2 copies)	/	/	/	/	/	/	/
Two (2) passport size photos	/	/	/	/	/	/	
Plan of Study	/						
Permit to transfer if within Diliman Colleges	/					/	

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)	/ (with SRE/College Secretary's signature at the back of the TOR)	/	/				
Honorable Dismissal / Transfer Credential No Issuance of College Admission Slip (CAS) without the MD/TC 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 /PSA Report of birth, if Filipino born abroad (original copy)	/	/	/	/	/		
If married, PSA Marriage Certificate (original copy)	/	/	/	/	/		
Medical Certificate from UHS (University Health Service)	/	/	/	/	/		/ (AWOL for more than one semester)
Student Directory (2 copies)	/	/	/	/	/	/	/
Two (2) passport size photos	/	/	/	/	/	/	
Plan of Study	/						
Permit to transfer if within Diliman Colleges	/					/	

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
Permit to Transfer (w/ original signature of the Registrar				/			
True Copy of Grades (used by the College for evaluation) within Diliman College (with SRE/College Secretary's signature at the back of the TOR)						/ (with SRE/College Secretary's signature at the back of the TOR)	
True Copy of Grades including OTR prior to UP units (used by the College for evaluation)				/ (with SRE/College Secretary's signature at the back of the TOR)			
Study Permit from OILD (Office of International Linkages Diliman -if foreigner	/	/	/	/	/	/	/
*TOEFL ¹ or IELTS ² score report – if foreigner	/	/	/		/		
Passport (photocopy & orig to be presented)- if foreigner	/	/	/		/		
Payment of AWOL Fee of P225							/
Accomplished Return from LOA form							

*If medium of instruction in the school attended is not English, an Official TOEFL¹ or IELTS² score report must be submitted.

¹ 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.

² A score of at least 5.5

Return from Leave of Absence (LOA)

REGISTRAR'S COPY

Name: _____

College: _____

Student No.: _____

Degree Program: _____

I was granted Leave of Absence (LOA) from _____ Sem., SY _____
until _____ Sem., SY _____ .

I will resume my studies in the University starting _____ Sem., SY _____

Signature of Student

NOTED: (Signature over printed name):

College Secretary

University Registrar

A medical certificate from University Health Service is required if:

a. the reason for LOA is medical/health-related; or

b. the LOA exceeded one semester.

Return from Leave of Absence (LOA)

DEAN'S COPY

Name: _____

College: _____

Student No.: _____

Degree Program: _____

I was granted Leave of Absence (LOA) from _____ Sem., SY _____
until _____ Sem., SY _____ .

I will resume my studies in the University starting _____ Sem., SY _____

Signature of Student

NOTED: (Signature over printed name):

College Secretary

University Registrar

A medical certificate from University Health Service is required if:

a. the reason for LOA is medical/health-related; or

b. the LOA exceeded one semester.

Return from Leave of Absence (LOA)

STUDENT'S COPY

Name: _____

College: _____

Student No.: _____

Degree Program: _____

I was granted Leave of Absence (LOA) from _____ Sem., SY _____
until _____ Sem., SY _____ .

I will resume my studies in the University starting _____ Sem., SY _____

Signature of Student

NOTED: (Signature over printed name):

College Secretary

University Registrar

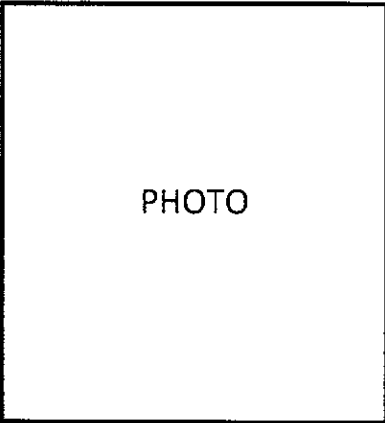
A medical certificate from University Health Service is required if:

a. the reason for LOA is medical/health-related; or

b. the LOA exceeded one semester.

STUDENT DIRECTORY

PLEASE WRITE IN BLOCK LETTERS. Use an X mark in answering information preceded by a box



STUDENT NUMBER	NAME (Last, Given, Middle, if a married woman encircle maiden name.)	COLLEGE	DEGREE	MAJOR
SEX ASSIGNED AT BIRTH <input type="checkbox"/> Male <input type="checkbox"/> Female	CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> _____	COUNTRY OF CITIZENSHIP <input type="checkbox"/> Philippines <input type="checkbox"/> _____	DATE OF BIRTH	
			PLACE OF BIRTH	

PRESENT ADDRESS	PERMANENT HOME ADDRESS
CONTACT NO.	CONTACT NO.
EMAIL ADDRESS	PARENT'S EMAIL ADDRESS

SCHOOLS ATTENDED STARTING FROM HIGH SCHOOL	DIPLOMA/TITLE/DEGREE	DATE OF GRADUATION	HONORS RECEIVED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ENROLLMENT IN THE UNIVERSITY OF THE PHILIPPINES

First Enrollment: UP College/School of _____ Semester & Academic Year _____

Last enrollment: UP College/School of _____ Semester & Academic Year _____

Degree Obtained, if any _____ Semester & Academic Year _____

FOR READMISSION STATUS

During the period of AWOL/LOA, have you been enrolled in other schools/universities? YES NO

If YES, please specify name of schools/universities _____

Do you have a disability? YES NO If YES, please specify i.e., physical, psycho-social, cognitive, etc.) _____
(Pursuant to RA 7277 and RA 9442)

Would you wish to avail of possible services for students with disability offered by the university? YES NO
(Note that if you answer YES, your name, college, contact number, email address and class schedule will be included in the database of UPD students with disability, and will be supplied to office/s and college/s that will implement services.)

Please enter your PWD ID number _____ or SWSN ID number* _____
*You may apply for SWSN ID from the University Health Service.

PARENTS/GUARDIAN/SPOUSE	Living /Deceased	ADDRESS	CONTACT NO.	OCCUPATION
1. Father's Name _____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
2. Mother's Name _____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
3. Guardian's/Spouse Name _____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	ADDRESS	CONTACT NO.
--	---------	-------------

STUDENT PLEDGE:

I hereby certify that all information given above is correct.

In consideration of my admission to the UNIVERSITY OF THE PHILIPPINES and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the College or School in which I am enrolled.

DATE _____ SIGNATURE OF STUDENT _____