



UNIVERSITY OF THE PHILIPPINES DILIMAN  
*Office of the University Registrar*

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OUR Memorandum No. MVPLO 2020-04

To: Deans and Directors

From: MARIA VANESSA P. LUSUNG-OYZON, PhD (sgd)  
University Registrar

Subject: UPD Payment Process for Late Registration, CoM, and Dropping

Please be informed of the following steps for the processing of payment for late registration, Change of Matriculation (CoM), and dropping:

1. Student **emails the OUR** ([our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph)) about his/her request for late registration/CoM/dropping and **requests for approval** preferably using his/her UP mail account to lessen the verification process;
2. Once approved, the OUR sends a soft copy of the fillable **Payment Slip** to the student;
3. Student **pays over-the-counter** (OTC) at any open Landbank branch **or avail of fund transfer** feature of his/her bank to Landbank;
4. Student **emails the scanned/photo of the proof of payment** and the **filled out Payment Slip** to [admission.our@upd.edu.ph](mailto:admission.our@upd.edu.ph) with the subject: **Bankpayment\_transaction\_type\_name**;
5. OUR then sends a pdf copy of the student's Form5/Form 26/Form 26A to the Cash Office together with the accomplished Payment Slip and proof of payment;
6. Cash Office checks the forwarded documents and proof of payment against the bank statement;
7. If everything is in order, Cash Office validates the student's Form5/Form 26/Form 26A and then sends the validated form back to the OUR; and
8. OUR tags the student in the CRS with "To sign/claim Form5/Form 26/Form 26A"

The process temporarily ends here.

However, at a much later date **when the situation normalizes, the student will have to go to the OUR to sign and claim his/her copy of the Form5/Form 26/Form 26A.**

**Note: This process is valid until the online payment modules in CRS are deployed.**