

Online Procedures for Student Requests

Below are the detailed instructions on how to request for documents/ certifications from OCS-Admin Office and procedures for other academic-related transactions.

A. Certificate & Document Requests:

1. The following certificates and documents can be requested from the OCS-Admin:

- ✓ Certification of Candidacy for Graduation
- ✓ Certification of Enrolment
- ✓ Certification of General Weighted Average (GWA)
- ✓ Certification of Good Moral Character (GMC)
- ✓ Certification of Graduation / Completion of Academic Requirements
- ✓ Certification of Class Ranking
- ✓ Certification of Year Level
- ✓ Certificate of Units Earned
- ✓ Certificate of Internship (for Board Exam application)

For Documents:

- ✓ Course Description
- ✓ Form 5 (*Note: Form 5 for scholarship purposes must be requested by the student from OUR*)
- ✓ True Copy of Grades (TCG)

Note: Transcript of Records (TOR) should be requested by the student from OUR. The College does not process TOR.

2. To send your request, answer the UPCP OCS Transactions Online Portal google form through this link <https://forms.gle/dKx6q4bVN6LbJVJd6>

3. Request for Billing Statement from the Administrative Staff, Ms. Daisy Angeles via email at daangeles@up.edu.ph. The student shall receive the billing statement via email from Ms. Daisy Angeles.

4. Upon receipt of Billing Statement, pay the corresponding fees through Link.Biz Portal for online payment or pay directly at the *UPM Cash Office*.

Note: link to Link.Biz portal is posted on the college website

5. After payment, send the payment receipt to the Cashier's Office via email at cash@post.upm.edu.ph for immediate posting of payments, and cc Ms. Daisy Angeles (daangeles@up.edu.ph) and College SRE, Ms. Thelma Raymundo (tcraymundo@up.edu.ph).

6. Processing of certifications/ documents is within 5-7 working days. All documents for release shall be sent via email (if soft copy), or to be picked at UPCP admin Office (if hardcopy).

Note: Hardcopies shall still contain electronic signatures but with College Seal. All documents shall contain RSA remarks.

B. Application for Graduation

1. Download from the college website under College Forms the Application for Graduation Form. Accomplish the form.

Note: Must file before the deadline of application for graduation. Please refer to the Academic Calendar for the deadline of application posted on the OUR website at <https://our.upm.edu.ph/>.

2. Submit the fully accomplished form to the College Student Record Evaluator (SRE), Ms. Thelma Raymundo via email at tcraymundo@up.edu.ph.
3. The College SRE shall process the filed application for graduation.

C. Change of Matriculation

1. Download from the college website under College Forms the Change of Matriculation Form. Accomplish the form.

Note: For CAS subjects, use the Change of Matriculation Form of CAS.

2. To send your request, answer the UPCP OCS Transactions Online Portal google form through this link <https://forms.gle/dKx6g4bVN6LbJVJd6> and upload the fully signed form.
3. Request for Billing Statement from the Administrative Staff, Ms. Daisy Angeles via email at daangeles@up.edu.ph. The student shall receive the billing statement via email from Ms. Daisy Angeles.
4. Upon receipt of Billing Statement, pay the corresponding fees through Link.Biz Portal for online payment or pay directly at the *UPM Cash Office*.

Note: link to Link.Biz portal is posted on the college website

5. After payment, send the payment receipt to the Cashier's Office via email at cash@post.upm.edu.ph for immediate posting of payments, and cc Ms. Daisy Angeles (daangeles@up.edu.ph) and College SRE Ms. Thelma Raymundo (tcraymundo@up.edu.ph).
6. The College SRE shall reflect the changes in the SAIS account of the student accordingly.

D. CP College Clearance

1. Before requesting for college clearance, ensure that your name is already in the UPCP Student Directory which can be found through this link <https://docs.google.com/spreadsheets/d/1okrHzMmovvalYfDHq7fmXDZ9h-aASapeuyAX0FE2aic/edit#gid=0>.
2. Send an email request for your CP College Clearance to the Office of the College Secretary by providing the following:
 - ✓ Name (Surname, Given Name, and Middle Name)
 - ✓ Student number
 - ✓ Degree Program
 - ✓ Semester and Year of Graduation (for graduating only)
 - ✓ Adviser
 - ✓ Email address
 - ✓ CP number
 - ✓ SAIS ID Number
 - ✓ Purpose

3. Attach your OSA and CAS clearance in your email request. No attached CAS & OSA clearances, no processing of request.
Note: CAS has its own clearance certificate template. OSA clearance template is downloadable at the college website.
4. This request will take at least 3 weeks and the college clearance (scanned copy) shall be sent to you via email by our Administrative Staff, Ms. Daisy Angeles, or can be picked up at the CP Admin Office (if hardcopy).
5. All college clearance for release shall be stamped with RSA.
Note: Request for University Clearance shall be done in bulk as OUR does not process individual requests. CP OCS will endorse your request for University Clearance.

E. Completion / Change of Grade

1. Download from the college website under College Forms the Completion Form. Accomplish the form.
2. Send the accomplished form for signature to the faculty in charge.
3. The faculty in charge shall indicate the final grade and sign the form and forward to the Department Chair for signature.
4. The faculty in charge shall send the fully signed Completion Form to the College Secretary and SRE.
5. The College SRE shall reflect the updated grades in SAIS.
6. The College SRE shall inform the faculty in charge and the College Secretary if the grades have been updated.

F. Dropping Subjects

1. Download from the college website under College Forms the Dropping Form. Accomplish the form. Dropping CAS subjects will still use the CP Dropping Form.
Note: Must file before the deadline of dropping subjects. Refer to the academic calendar posted on OUR website at <https://our.upm.edu.ph/>.
2. To send your request, answer the UPCP OCS Transactions Online Portal google form through this link <https://forms.gle/dKx6q4bVN6LbJVJd6> and upload the fully signed form.
3. Request for Billing Statement from the Administrative Staff, Ms. Daisy Angeles via email at daangeles@up.edu.ph. The student shall receive the billing statement via email from Ms. Daisy Angeles.
4. Upon receipt of Billing Statement, pay the corresponding fees through Link.Biz Portal for online payment or pay directly at the *UPM Cash Office*.
Note: link to Link.Biz portal is posted on the college website
5. After payment, send the payment receipt to the Cashier's Office via email at cash@post.upm.edu.ph for immediate posting of payments, and cc Ms. Daisy Angeles (daangeles@up.edu.ph) and College SRE Ms. Thelma Raymundo (tcraymundo@up.edu.ph).
6. The College SRE shall reflect the changes in the SAIS account of the student accordingly and file all the Dropping Forms for recordkeeping and generation of dropping summary report being submitted to CAS a month before the semester ends.

G. Application for Leave of Absence (LOA)

1. Write a letter addressed to the College Secretary indicating the intent of filing for LOA. Letter must be signed by the student, parent/guardian, and noted by the adviser.
2. Download from the college website under College Forms the Permit for Leave of Absence. Accomplish the form.

NOTE: If you are enrolled, indicate all your subjects, signed by your respective instructors with the class standing indicated. If you are not currently enrolled, write NOT ENROLLED in the space provided for the subjects. LOA must be filed before the deadline for filing LOA. Please refer to the Academic Calendar for the deadline of application posted on OUR website at <https://our.upm.edu.ph/>.

3. Request for College Clearance (refer to Procedure D). No clearance, no processing of LOA application.
4. Request for Billing Statement from the Administrative Staff, Ms. Daisy Angeles via email at daangeles@up.edu.ph. The student shall receive the billing statement via email from Ms. Daisy Angeles.
5. Upon receipt of Billing Statement, pay the corresponding fees (Php150.00 per application) through Link.Biz Portal for online payment or pay directly at the *UPM Cash Office*.
6. After payment, send the payment receipt to the Cashier's Office via email at cash@post.upm.edu.ph for immediate posting of payments, and cc Ms. Daisy Angeles (daangeles@up.edu.ph) and College SRE Ms. Thelma Raymundo (tcraymundo@up.edu.ph).
7. Send the accomplished Permit LOA Form, College Clearance, and payment receipt to the College Secretary (jccasauay@up.edu.ph) and to the College SRE (tcraymundo@up.edu.ph) via email.
8. The College Secretary shall assess the application. The approved or disapproved Permit for LOA form shall be sent to the student via email by the College Secretary.
9. The student shall send the approved Permit for LOA to the College SRE (tcraymundo@up.edu.ph) and OUR (upm-our@up.edu.ph)
Note: The student shall request for readmission before he/she can re-enroll after the LOA status.
10. The College SRE shall reflect the LOA status in the SAIS account of the student, and shall file all approved/disapproved LOA forms for record purposes.

H. MRR Extension

1. Write a request letter addressed to the Chancellor through channels. The letter must be signed by the student, parent/guardian, noted by the Adviser, and endorsed by the College Secretary.
2. Accomplish the "Request for Readmission & Extension of Residency Form" for undergraduate students, and the "Request for Extension of Maximum Residency NGOHS Form" for graduate students.

3. The request letter, the fully accomplished MRR form, and latest study plan must be sent via email to the Members of the Admissions Committee, then to the College Secretary then to the Dean for approval. The study plan must be noted by the adviser.
4. Only after approval of the Chancellor will the student be allowed to enroll

I. Request for Late Enrolment and Payment

1. Write a justification letter for the late enrolment and payment addressed to the OVCAA. The letter must be signed by the student, parent/guardian, and noted by the adviser, and send to College Secretary via email (jccasauay@up.edu.ph).
2. The College Secretary shall send the signed justification letter to the student via email.
3. The student shall send the signed justification letter to the Office of Vice Chancellor for Academic Affairs (OVCAA) for approval.
4. Once approved, request for Billing Statement from the Administrative Staff of the College via email. Note: The student shall receive the billing statement via email from Ms. Daisy Angeles (daangeles@up.edu.ph)
5. Upon receipt of Billing Statement, pay the tuition fees through Link.BizPortal for online payment or pay directly at the UPM Cash Office.

J. Readmission Application from LOA

1. Write a letter of readmission addressed to the College Secretary. Letter must be signed by the student, parent/guardian and noted by the adviser.
Note: Readmission application is being decided upon by the Committee on Scholarships and Readmission.
2. The College Secretary shall send the approved Readmission letter with Readmission Slip to the student via email.
3. Student must present the approved readmission application to his/her adviser for enrolment advising.
Note: The adviser should ask for the approved LOA form, college clearance, and proof of payment for prior to advising.
4. The student may proceed with the remaining enrolment steps.

K. Readmission Application for AWOL

1. Write a letter of readmission addressed to the College Secretary. Letter must be signed by the student, parent/guardian and noted by the adviser.
Note: Adviser must ensure that the student has no pending deficiencies before endorsing the readmission letter of the student.
2. Accomplish the LOA form (refer to Procedure G).
3. Accomplish College Clearance (refer to Procedure D).
4. The College Secretary shall send the approved Readmission letter with Readmission Slip to the student via email.
5. Student must present the approved readmission application to his/her adviser for enrolment advising.
Note: The adviser should ask for the approved LOA form, college clearance, and proof of payment for prior to advising.

6. The student may proceed with the remaining enrolment steps.

L. Application for Justification for Underloading

1. Download from the college website under College Forms the “Application for Justification for Underloading Form”. Accomplish the form. Attach the Pre-enlistment/Checklist Form signed by the adviser.
2. Complete all the signatories.
3. The student shall send the OVCAA-approved Underloading Form with the attached Checklist Form to his/her adviser, the College SRE, and College Secretary for record purposes.
Note: Justifiable reasons for underloading: (1) for health reasons, (2) for unavailability of courses, and (3) for employment. This form is also required for students who are vying for honors

M. Application for Overloading

1. Download from the college website under College Forms the “Revised Application for Overloading (RAFO)” Form. Accomplish the form.
2. Attach the Pre-enlistment/Checklist Form signed by the adviser.
3. The student shall send the approved Overloading Form to his/her adviser, the College SRE, and College Secretary for record purposes.
Note: Overloading is only allowed for students who are graduating within the academic year. Good academic standing and full load (18 units) of the previous semester are required.

N. Validation of Courses

1. Download and Accomplish the Validation Permit
2. Attach a photocopy of True Copy of Grades from the previous school
3. Submit the accomplished Validation Permit to the College/Department concerned.
4. *Note: Applicable for subjects taken outside the University of the Philippines Manila. Failure to validate courses within 3 semesters from the period of admission will require re-enrolment of the subject.*

O. Procedure on Substitution of Subjects

1. Accomplish the Substitution Form.
2. Attach a photocopy of True Copy of Grades from the previous school.
3. Submit the accomplished Substitution Form to the College/Department concerned
4. *Note: Applicable only for subjects taken within the University of the Philippines System. Substitution must be done within a period not exceeding 3 semesters from the period of admission.*

P. OSA Counseling Request

1. The student shall inform his/her adviser via email the request for counseling.
2. The adviser shall forward the request to the College Secretary by providing the following student details:
 - ✓ Name
 - ✓ Degree Program

- ✓ Student number
 - ✓ Contact number (email address and mobile number)
 - ✓ Reason
3. The College Secretary shall formally endorse the request of the student to OSA Guidance Office at guidance.upm@up.edu.ph.
 4. The OSA Counselor shall coordinate with the student and conduct an online consultation.
 5. A recommendation letter shall be sent by the OSA Counselor to the College Secretary.
 6. The College Secretary shall forward the recommendation letter to the adviser for discussion with the student.

Q. Procedure in Shifting to Another Course

Note:

Definition of Shiftees:

- ✓ Students from a constituent university (e.g. UP Manila) who wish to enrol in another college of the same campus (e.g., Pharmacy to Public Health) or
 - ✓ Students from within a college who wish to get into a degree program other than that which they were originally qualified for (e.g., B.A. Philippine Arts to B.A. Political Science of the College of Arts and Sciences).
1. Write a letter of intent addressed to the College Secretary. Letter must be signed by the student, parent/guardian and noted by the adviser
 2. Accomplish the Undergraduate Admission Application Form which can be obtained from the Office of University Registrar (OUR) website.
 3. Submit to the Office of the University Registrar the required documents together with the completed application form. Deadline for submission is also posted on OUR website at <https://our.upm.edu.ph/>.

Note: Refer to the General Admission Requirements of Shiftees and Transferees at OUR website.

R. Procedure in Transferring to Other University

1. Write a letter addressed to the Dean and must be through channels. Letter must be signed by parent/guardian.
2. Accomplish the College Clearance (refer to Procedure D).
3. Accomplish the University Clearance
4. Submit the fully signed College Clearance to College SRE via email.
5. Submit the fully signed University Clearance to OUR for issuance of honorable dismissal.