

## ONLINE PROCESS OF LOA EXTENSION APPLICATION

1. Student **applies for LOA in CRS** and follows the LOA application process (click [here](#) to view the LOA flowchart) except, for LOA extension, the student does not generate the Payment Slip and does not pay for the LOA application anymore;
2. Once the LOA application has been approved, Student **emails** [rco\\_our.updiliman@up.edu.ph](mailto:rco_our.updiliman@up.edu.ph) with the subject: LOA\_extension\_name;
3. OUR sets the LOA extension application as “paid”.
4. After Step 3, the student may print his/her copy of the approved LOA Application Form via his/her Settlement of Outstanding Transaction module in CRS.