REGISTRATION PROCESS AND REQUIREMENTS FOR NON-REGULAR STUDENTS

A. **CROSS-REGISTRANT FROM OTHER UP CONSTITUENT UNIVERSITIES (CU)**
B. **CROSS-REGISTRANT FROM OTHER SCHOOLS/UNIVERSITIES**
C. **FOREIGN CROSS-REGISTRANT FROM OTHER SCHOOLS/UNIVERSITIES**
D. **SPECIAL STUDENT WITHOUT CREDIT**
E. **NON-DEGREE UNDERGRADUATE (OUR)**

NOTE: Admission is provisional subject to verification and submission of original documents.

A. CROSS-REGISTRANT FROM OTHER UP CONSTITUENT UNIVERSITIES (CU)

Requirements:
1. **Permit to Cross-Register** (PCR) from your home CU.
2. Filled-out **Student Directory** with photo (click here to download).
3. **Medical certificate** from the UP Diliman Health Service (click here to view the detailed instructions).
4. Additional requirement: **Certification of Eligibility for RA 10931** from your home CU if you are still eligible to avail the Free Tuition.
5. If you have scholarship, **Certification of Authority to Bill addressed to the University Registrar (ROWENA QUINTO-BAILON, PhD).**
6. If you are a faculty member of other UP CUs**, approved Application for Privilege to Study at Reduced Fees.**
7. If you are a dependent of a UP Diliman employee who will avail of the Enrollment Privileges for Non-Earning Dependents of UP Employee, you will need to contact the UPD HRDO **(**hrdb_hrdo.upd.edu.ph**)** for the tagging of your privilege**.** If you are a dependent of a UP employee from other CUs, you will submit a copy of your **approved Enrollment Privileges for Non-Earning Dependents of UP Employee form** to the OUR (see Step No 2 below).

Steps:
1. Prepare all the required documents.
2. Book an appointment for in-person processing of admission slip.
3. Bring all the required documents on your appointment date. During your appointment, AS will verify your documents and will issue your University Admission Slip (UAS), if everything is in order.
4. After your admission, you will login to https://crs.upd.edu.ph using your newly issued temporary account and update your Student Profile.
5. After updating your Student Profile, you will go to your Student Registration module and search for the class/es you wish to take and then waitlist on that class. n.b. Please note that waitlisting in a class does not mean that it will be granted to you automatically. Granting of waitlisted classes depends on the offering unit and is subject to the availability of slot.
6. If your class has been granted to you, you will now lock your enlistment by clicking the "Lock Enlistment" button inside your Student Registration module. n.b. If you are under the Socialized Tuition, you will need to contact OSG (sts.diliman@up.edu.ph) for the tagging of your ST bracket.
7. OUR post-advises your enlistment/s which includes checking of your enlisted subjects against the approved subjects in your approved PCR. n.b. if you are a foreign student, you need to email onestop.our@upd.edu.ph in this step or personally visit them at the Office of the University Registrar.
8. OUR assesses your tuition and other fees. If you are a cross-registrants who is eligible to avail the RA 10931 or Free Tuition, after assessment, you skip to Step 12. Else, OUR sets your enrollment status to "For Payment".
9. Go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
10. You pay your tuition via the payment option of your choice (Link.Biz, GCash, or Direct Payment at the Cash Office). Paying in-person at the Cash Office is recommended.
11. If you opted for online payment, encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier's Office to validate your payment.
12. After the payment validation, you may print a copy of your Form5 (optional).

Note: You may see the registration flowchart here and the registration swim lane diagram here.

B. CROSS-REGISTRANT FROM OTHER SCHOOLS/UNIVERSITIES

Requirements:
1. **Permit to Cross-Register** (PCR) from your home school/university.
2. filled-out **Student Directory** with photo (click here to download).
3. **UP Form No. 3A** (click here to download).
4. Application fee of P100 (local applicant) or $30 (foreigner) except for students who are eligible to avail of the RA 10931 (Free Tuition).
5. **Medical certificate** from the UP Diliman Health Service (click here to view the detailed instructions).
6. Additional requirement: **Certification of Eligibility for RA 10931** from your home college/university if you are still eligible to avail the Free Tuition.
7. If you have scholarship, **Certification of Authority to Bill addressed to the University Registrar (ROWENA QUINTO-BAILON, PhD).**
8. **If you are a dependent of a UP Diliman employee who will avail of the UP Dependent privilege, you will need to contact the UPD HRDO (**hrdb_hrdo.upd.edu.ph**) for the tagging of your privilege.**

Steps:
1. Prepare all the required documents.
2. Book an appointment for in-person processing of admission slip.
3. Bring all the required documents on your appointment date. During your appointment, AS will verify your documents and will issue your University Admission Slip (UAS), if everything is in order.
4. After your admission, you will login to https://crs.upd.edu.ph using your newly issued temporary account and update your Student Profile.
5. After updating your Student Profile, you will go to your Student Registration module and search for the class/es you wish to take and then waitlist on that class. n.b. Please note that waitlisting in a class does not mean that it will be granted to you automatically. Granting of waitlisted classes depends on the offering unit and is subject to the availability of slot.
6. If your class has been granted to you, you will now lock your enlistment by clicking the "Lock Enlistment" button inside your Student Registration module. n.b. If you are under the Socialized Tuition, you will need to contact OSG (sts.diliman@up.edu.ph) for the tagging of your ST bracket.
7. OUR post-advises your enlistment/s which includes checking of your enlisted subjects against the approved subjects in your approved PCR. n.b. if you are a foreign student, you need to email onestop.our@upd.edu.ph in this step or personally visit them at the Office of the University Registrar.
8. OUR assesses your tuition and other fees. If you are a cross-registrants who is eligible to avail the RA 10931 or Free Tuition, after assessment, you skip to Step 12. Else, OUR sets your enrollment status to "For Payment".
9. Go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
10. You pay your tuition via the payment option of your choice (Link.Biz, GCash, or Direct Payment at the Cash Office). Paying in-person at the Cash Office is recommended.
11. If you opted for online payment, encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier's Office to validate your payment.
12. After the payment validation, you may print a copy of your Form5 (optional).

Note: You may see the registration flowchart here and the registration swim lane diagram here.

C. FOREIGN CROSS-REGISTRANT FROM OTHER SCHOOLS/UNIVERSITIES

Requirements:
1. **Permit to Cross-Register** (PCR) from your home school/university.
2. Application Form (click here to download).
3. Application fee of $30.
4. Filled-out **Student Directory** with photo (click here to download).
5. **Medical certificate** from the UP Diliman Health Service (click here to view the detailed instructions).
6. **Study/Student Permit** from Office of International Linkages Diliman (OILD).

Steps:
1. Prepare all the required documents.
2. Book an appointment for in-person processing of admission slip.
3. Bring all the required documents on your appointment date. During your appointment, OSSD will verify your documents and will issue your University Admission Slip (UAS), if everything is in order.
4. After your admission, you will login to https://crs.upd.edu.ph using your newly issued temporary account and update your Student Profile.
5. After updating your Student Profile, you will go to your Student Registration module and search for the class/es you wish to take and then waitlist on that class. n.b. Please note that waitlisting in a class does not mean that it will be granted to you automatically. Granting of waitlisted classes depends on the offering unit and is subject to the availability of slot.
6. If your class has been granted to you, you will now lock your enlistment by clicking the "Lock Enlistment" button inside your Student Registration module. n.b. If you are under the Socialized Tuition, you will need to contact OSG (sts.diliman@up.edu.ph) for the tagging of your ST bracket.
7. OUR post-advises your enlistment/s which includes checking of your enlisted subjects against the approved subjects in your approved PCR. n.b. if you are a foreign student, you need to email onestop.our@upd.edu.ph in this step or personally visit them at the Office of the University Registrar.
8. OUR assesses your tuition and other fees. If you are a cross-registrants who is eligible to avail the RA 10931 or Free Tuition, after assessment, you skip to Step 12. Else, OUR sets your enrollment status to "For Payment".
9. Go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
10. You pay your tuition via the payment option of your choice (Link.Biz, GCash, or Direct Payment at the Cash Office). Paying in-person at the Cash Office is recommended.
11. If you opted for online payment, encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier's Office to validate your payment.
12. After the payment validation, you may print a copy of your Form5 (optional).

Note: You may see the registration flowchart here and the registration swim lane diagram here.

D. SPECIAL STUDENT WITHOUT CREDIT

Requirements:

1. **UP Form No. 3A** (click here to download).
2. Application fee of P100 (local applicant) or $30 (foreigner).
3. Filled-out **Student Directory** with photo (click here to download).
4. **Medical certificate** from the UP Diliman Health Service (click here to view the detailed instructions).

Steps:
1. Prepare all the required documents.
2. Book an appointment for in-person processing of admission slip.
3. Bring all the required documents on your appointment date. During your appointment, AS will verify your documents and will issue your University Admission Slip (UAS), if everything is in order.
4. After your admission, you will login to https://crs.upd.edu.ph using your newly issued temporary account and update your Student Profile.
5. After updating your Student Profile, you will go to your Student Registration module and search for the class/es you wish to take and then waitlist on that class. n.b. Please note that waitlisting in a class does not mean that it will be granted to you automatically. Granting of waitlisted classes depends on the offering unit and is subject to the availability of slot.
6. If your class has been granted to you, you will now lock your enlistment by clicking the "Lock Enlistment" button inside your Student Registration module. n.b. If you are under the Socialized Tuition, you will need to contact OSG (sts.diliman@up.edu.ph) for the tagging of your ST bracket.
7. OUR post-advises your enlistment/s which includes checking of your enlisted subjects against the approved subjects in your approved PCR. n.b. if you are a foreign student, you need to email onestop.our@upd.edu.ph in this step or personally visit them at the Office of the University Registrar.
8. OUR assesses your tuition and other fees. If you are a cross-registrants who is eligible to avail the RA 10931 or Free Tuition, after assessment, you skip to Step 12. Else, OUR sets your enrollment status to "For Payment".
9. Go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
10. You pay your tuition via the payment option of your choice (Link.Biz, GCash, or Direct Payment at the Cash Office). Paying in-person at the Cash Office is recommended.
11. If you opted for online payment, encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier's Office to validate your payment.
12. After the payment validation, you may print a copy of your Form5 (optional).

Note: You may see the registration flowchart here and the registration swim lane diagram here.

E. NON-DEGREE UNDERGRADUATE (OUR)

Requirements:

1. **UP Form No. 3A** (click here to download).
2. Application fee of P100 (local applicant) or $30 (foreigner).
3. Filled-out **Student Directory** with photo (click here to download).
4. **Medical certificate** from the UP Diliman Health Service (click here to view the detailed instructions).
5. **Honorable Dismissal/Transfer credential** (if you will be coming from other school/university)
6. **Transcript of records**
7. **PSA Marriage Certificate** (if married).
8. **PSA Birth Certificate.**

Note: You need to submit within the semester• Official Transcript of Records (OTR) with remarks "Copy for UP Diliman".

Steps:
1. Prepare all the required documents.
2. Book an appointment for in-person processing of admission slip.
3. Bring all the required documents on your appointment date. During your appointment, AS will verify your documents and will issue your University Admission Slip (UAS), if everything is in order.
4. After your admission, you will login to https://crs.upd.edu.ph using your newly issued temporary account and update your Student Profile.
5. After updating your Student Profile, you will go to your Student Registration module and search for the class/es you wish to take and then waitlist on that class. n.b. Please note that waitlisting in a class does not mean that it will be granted to you automatically. Granting of waitlisted classes depends on the offering unit and is subject to the availability of slot.
6. If your class has been granted to you, you will now lock your enlistment by clicking the "Lock Enlistment" button inside your Student Registration module. n.b. If you are under the Socialized Tuition, you will need to contact OSG (sts.diliman@up.edu.ph) for the tagging of your ST bracket.
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8. OUR assesses your tuition and other fees. If you are a cross-registrants who is eligible to avail the RA 10931 or Free Tuition, after assessment, you skip to Step 12. Else, OUR sets your enrollment status to "For Payment".
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11. If you opted for online payment, encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier's Office to validate your payment.
12. After the payment validation, you may print a copy of your Form5 (optional).

Note: You may see the registration flowchart here and the registration swim lane diagram here.

APPLICATION FEE PAYMENT PROCESS

1. During your appointment at the OUR, you will be given a Statement of Account (SOA).
2. You will bring your SOA to the Cash Office in UP Diliman Office to pay. (You may also pay using Linkbiz or GCash).
3. Save a copy of your proof of payment.
4. Submit your proof of payment to the Admissions Section of the OUR.