

## PROCESS ON HOW TO APPLY FOR A UNIVERSITY CLEARANCE

(For UPEPO/UPDEPP\* Students, and OTHER students with last enrollment in UP Diliman during AY 1999-2000 and older )

1. Student **fills out the University Clearance Form** (click [here](#) to download);
2. Student **emails** [rcs\\_our.updiliman@up.edu.ph](mailto:rcs_our.updiliman@up.edu.ph) **to request for a Payment Slip** with the subject: Payment Slip\_<your\_studentno>\_for\_manual\_clearance (Note: Student has to indicate if s/he is a graduate of a certificate program or a graduate of a diploma program);
3. Registration and Clearance Section (OUR-RCS) sends a Payment Slip to the student;
4. Student **pays via** LBP LinkBiz(<https://our.upd.edu.ph/files/LinkBiz-Payment.pdf>), or GCash Bills Payment(<https://our.upd.edu.ph/files/GCASH-Payment-Steps.pdf>) (not GCash Fund Transfer), or in-person (face-to-face) payment at the Cash Office;
5. Student **sends back the scanned/photo of the proof of payment, and the filled out manual Clearance Application Form** to [rcs\\_our.updiliman@up.edu.ph](mailto:rcs_our.updiliman@up.edu.ph) ;
6. OUR-RCS acknowledges the student's application and instructs him/her to follow up the status of his/her clearance application by emailing [rcs\\_our.updiliman@up.edu.ph](mailto:rcs_our.updiliman@up.edu.ph);
7. Once cleared, OUR-RCS forwards the student's clearance to the Transcript Section (if applying for a TOR, COG, EMI, etc.). Please note that the student needs a separate application to process this. (Click [here](#) to see how to apply for an OTR and other documents)

*\*UPEPO and UPDEPP students need to process the College Clearance first before the University Clearance.*