

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. Scanned/soft copy of your approved **Permit to Cross-Register** (PCR) from your home CU.
2. Scanned/soft copy of your filled-out **Student Directory** with photo (click [here](#) to download).
3. Soft copy of your **Certificate of Compliance** from the UP Diliman Health Service (click [here](#) to view the detailed instructions on how to get the certificate).
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, scanned/soft copy of **Certification of Authority to Bill addressed to the University Registrar (MARIA VANESSA LUSUNG-OYZON, PhD)**.
6. If you are a faculty member of other UP CUs, scanned/soft copy of **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 scanned/soft copy of your **approved Enrollment Privileges for Non-Earning Dependents of UP Employee form** to the OUR (see Step No 2 below).

Steps:

1. You will email your PCR to our.diliman@up.edu.ph and request for the approval of your cross-registration.
2. You will submit all the required documents enumerated above on this [link](#).
3. The Admissions Section (AS) will verify if the submitted documents are in order.
4. If the submitted documents are in order, you will proceed to Step 5. Else, you will be notified of your deficiency.
5. AS will email you the copy of your University Admission Slip (UAS) and temporary CRS account.
6. You are now officially admitted.
7. You will login to <https://crs.upd.edu.ph> using your newly issued temporary account and update your Student Profile.
8. After updating your Student Profile, you will go to your Preenlistment 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.*
9. If your class has been granted to you, you will now lock your enlistment by clicking the “Lock Enlistment” button inside your Preenlistment 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.*
10. 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 students, you need to email onestop.our@upd.edu.ph in this step.*
11. OUR assesses your enlistments. If you are a cross-registrants who is eligible to avail the RA 10931 or Free Tuition, after assessment, you skip to Step 15. Else, OUR sets your enrollment status to “For Payment”.
12. You will go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
13. You pay your tuition via the payment option of your choice (Fund Transfer, Link.Biz, OTC, etc).
14. Encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier’s Office to validate your payment.
15. 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. Scanned/soft copy of your approved **Permit to Cross-Register** (PCR) from your home school/university.
2. Scanned/soft copy of your filled-out **Student Directory** with photo (click [here](#) to download).
3. Scanned/soft copy of your UP Form No. 3A (click [here](#) to download).
4. Application fee of P100 or \$30 if you are a foreigner. (click [here](#) to know how to pay) except for students who are eligible to avail of the RA 10931 (Free Tuition).
5. Soft copy of your **Certificate of Compliance** from the UP Diliman Health Service (click [here](#) to view the detailed instructions on how to get the certificate).
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, scanned/soft copy of **Certification of Authority to Bill addressed to the University Registrar (MARIA VANESSA LUSUNG-OYZON, 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.**
9. Filled-out Payment Slip (click [here](#) to get a copy).

Steps:

1. You will email your PCR to our.diliman@up.edu.ph and request for the approval of your cross-registration.
2. You will submit all the required documents enumerated above on this [link](#).
3. The Admissions Section (AS) will verify if the submitted documents are in order.
4. If the submitted documents are in order, you will proceed to Step 5 else, you will be notified of your deficiency.
5. AS will email you the copy of your University Admission Slip (UAS) and temporary CRS account.
6. You are now officially admitted.
7. You will login to <https://crs.upd.edu.ph> using your newly issued temporary account and update your Student Profile.
8. After updating your Student Profile, you will go to your Preenlistment 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.*
9. If your class has been granted to you, you will now lock your enlistment by clicking the “Lock Enlistment” button inside your Preenlistment 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.*
10. 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 students, you need to email onestop.our@upd.edu.ph in this step.*
11. OUR assesses your enlistments. If you are a cross-registrants who is eligible to avail the RA 10931 or Free Tuition, after assessment, you skip to Step 15. Else, OUR sets your enrollment status to “For Payment”.
12. You will go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
13. You pay your tuition via the payment option of your choice (Fund Transfer, Link.Biz, OTC, etc).
14. Encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier’s Office to validate your payment.
15. 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. Scanned/soft copy of your approved **Permit to Cross-Register** (PCR) from your home school/university.
2. Scanned/soft copy of your Application Form (click [here](#) to download).
3. Application fee of \$30 (click [here](#) to know how to pay).
4. Scanned/soft copy of your filled-out **Student Directory** with photo (click [here](#) to download).
5. Soft copy of your **Certificate of Compliance** from the UP Diliman Health Service (click [here](#) to view the detailed instructions on how to get the certificate).
6. **Study/Student Permit** from Office of International Linkages Diliman (OILD).
7. Filled-out Payment Slip (click [here](#) to get a copy).

Steps:

1. You will email your PCR to our.diliman@up.edu.ph and request for the approval of your cross-registration.
2. You will submit all the required documents enumerated above on this [link](#).
3. The One Stop Student Desk (OSSD) will verify if the submitted documents are in order.
4. If the submitted documents are in order, you will proceed to Step 5 else, you will be notified of your deficiency.
5. OSSD will email you the copy of your University Admission Slip (UAS) and temporary CRS account.
6. You are now officially admitted.
7. You will login to <https://crs.upd.edu.ph> using your newly issued temporary account and update your Student Profile.
8. After updating your Student Profile, you will go to your Preenlistment 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.*
9. If your class has been granted to you, you will now lock your enlistment by clicking the “Lock Enlistment” button inside your Preenlistment module.
10. OSSD post-advises your enlistment/s which includes checking of your enlisted subjects against the approved subjects in your approved PCR. **n.b.** *you need to email onestop.our@upd.edu.ph in this step.*
11. OSSD assesses your enlistments and sets your enrollment status to “For Payment”.
12. You will go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
13. You pay your tuition via the payment option of your choice (Fund Transfer, Link.Biz, OTC, etc).
14. Encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier’s Office to validate your payment.
15. 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. Scanned/soft copy of your UP Form No. 3A (click [here](#) to download).
2. Application fee of P100 or \$30 if you are a foreigner (click [here](#) to know how to pay).
3. Scanned/soft copy of your filled-out **Student Directory** with photo (click [here](#) to download).
4. Soft copy of your **Certificate of Compliance** from the UP Diliman Health Service (click [here](#) to view the detailed instructions on how to get the certificate).
5. Filled-out Payment Slip (click [here](#) to get a copy).

Steps:

1. You will submit all the required documents enumerated above on this [link](#).
2. The Admissions Section (AS) will verify if the submitted documents are in order.
3. If the submitted documents are in order, you will proceed to Step 5 else, you will be notified of your deficiency.
4. AS will email you the copy of your University Admission Slip (UAS) and temporary CRS account.
5. You are now officially admitted.
6. You will login to <https://crs.upd.edu.ph> using your newly issued temporary account and update your Student Profile.
7. After updating your Student Profile, you will go to your Preenlistment 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.*
8. If your class has been granted to you, you will now lock your enlistment by clicking the “Lock Enlistment” button inside your Preenlistment module
9. 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 students, you need to email onestop.our@upd.edu.ph in this step.*
16. OUR assesses your enlistments and sets your enrollment status to “For Payment”.
10. You will go to Settlement of Outstanding Transaction module in your CRS account and create a Payment Slip.
11. You pay your tuition via the payment option of your choice (Fund Transfer, Link.Biz, OTC, etc).
12. Encode your payment details in your Settlement of Outstanding Transaction module and wait for the Cashier’s Office to validate your payment.
13. 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. Scanned/soft copy of your UP Form No. 3A (click [here](#) to download).
2. Application fee of P100 or \$30 if you are a foreigner (click [here](#) to know how to pay).
3. Scanned/soft copy of your filled-out **Student Directory** with photo (click [here](#) to download).
4. Soft copy of your **Certificate of Compliance** from the UP Diliman Health Service (click [here](#) to view the detailed instructions on how to get the certificate).
5. Scanned copy of **certificate of graduation/OTR** (for UP unit graduate applicants)
6. Scanned copy of **Honorable dismissal/Certificate of Transfer Credential and OTR** (for other school graduate applicants)
7. Scanned copy of your **PSA- marriage certificate** (if married).
8. Scanned copy of your **PSA- Birth certificate**.
9. Filled-out Payment Slip (click [here](#) to get a copy).

Steps:

1. You will submit all the required documents enumerated above on this [link](#).
2. The Admissions Section (AS) will verify if the submitted documents are in order.
3. If the submitted documents are in order, you will proceed to Step 5 else, you will be notified of your deficiency.
4. AS will email you the copy of your University Admission Slip (UAS) and temporary CRS account.
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13. 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](#).

HOW TO PAY FOR THE PHP 100 OR THE \$30 APPLICATION FEE

1. **Download and fill-out the Payment Slip** (click [here](#) to download for the P100 and click [here](#) for the \$30).
2. **Pay via fund transfer** feature of your bank to Landbank or **pay over-the-counter (OTC)** at any open Landbank branch (Note: If paying via fund transfer, please use PESONet).
3. If applicable, **wait for the confirmation** email from the bank that the fund transfer is successful (proof of payment).
4. **Save a copy/take a photo/scan your proof of payment.**
5. **Submit your proof of payment and filled-out Payment Slip** in the Submission Form.

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