

UNIVERSITY OF THE PHILIPPINES DILIMAN



REGISTRATION PROCEDURE FOR INCOMING FRESHMEN (FIRST SEMESTER AY 2013-2014)

STUDENT

COLLEGE

OUR-ARS (1ST Floor)

Check enrollment date for your degree program. See schedule of Advance Registration at the back.

- Go to your college for:
- ✓ Briefing of registration activities
 - ✓ Form 5A issuance, (with Adviser's Signature)
 - ✓ Issuance of and filling-in of Student Directory

Submit all requirements

- Student Visa (for Foreign Student)
- Original & Xerox copy of Birth Certificate (NSO)
- 4th Year High Card (Form 138)
- Form 137 (if you have it already)
- 2 passport size photos
- Filled out Student Directory
- Form 5A with Adviser's signature
- Medical Certificate from UP Health Service

Note: Bring Black or Blue Ballpen

O.U.R. Conference Room (3rd floor)

- Confirm all subjects enlisted online.
- Add/Cancel subjects
- Validation of subjects

OUR Conference Room (3rd floor)

- Assessment – Inform Assessor if with private and/or government scholarship
- Printing of Form 5
- Payment of Matriculation fees (Manager's or Cashier's Checks are accepted)
- Student checks if Form 5 (student's copy) has the Cash Machine print

Get Photo ID Schedule from Registration Assistant - 1st Floor – Office of the University Registrar

