



SCHOOL OF URBAN AND REGIONAL PLANNING
UNIVERSITY OF THE PHILIPPINES
E. Jacinto St., Diliman, Quezon City 1101 PHILIPPINES



OFFICE OF GRADUATE STUDIES

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SURP REGISTRATION FOR THE FIRST SEMESTER AY 2023-2024

1. Starting September 5, 2023, SURP faculty members will be contacting SURP students for the pre-advising of their pre-enlisted courses. Students are hereby advised to check their emails regularly.
2. SURP students who were not assigned to an adviser, please fill-out this google form <https://forms.gle/58WekcvkBuoniK667>.
3. Assessment. This may take some time, we want to make sure that you will be paying the right amount. Check CRS from time to time if status is already **"For Payment"**.

*** Note: ***

For those working at LGUs, please upload your Certificate of Employment through this link: <https://forms.gle/UzKDiwUMa1WGJcm17>.

We discourage Change of Mat. Please check if your enlisted subjects are correct before making payment.

4. Payment Process
 - Login to your CRS account;
 - Open the "Settlement of Outstanding Transaction" module;
 - Click "New Payment Slip"
 - Pay through Bank Deposit/Transfer
 - Encode payment details in the "ADD PAYMENT" button;
 - Cashier validates your payment
 - Student is tagged as "Registered"
 - Print and sign Form 5

For OTC, online fund transfer, and Link.biz, you may see the flowchart below for your guidance:

<https://our.upd.edu.ph/files/flowchart/regmy2020.pdf>

For direct payment, you may follow the instructions in this guide below:

<https://drive.google.com/file/d/1-ci2l5t9dauGgQWjbohd6Jz8M-PaCUq1/view>

5. Enrollment in Residence. SURP students who will enroll in Residence for 1st Semester 2023-2024 are advised to register through this link: <https://forms.gle/vVRGLHUhShhs7qjS6>
6. Leave of Absence Application (LOA) is done online using the student's CRS account. Processing of the LOA applications will be done after the General Registration period.

FOR INQUIRIES, please contact:

**Office of the Graduate Studies (OGS)
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