

## ONLINE PAYMENT PROCESS OF RESIDENCE ENROLLMENT FOR SECOND SEMESTER AY 2019-2020

1. If the student's residence enrollment status is already "for payment", the student **emails the OUR** ([admission.our@upd.edu.ph](mailto:admission.our@upd.edu.ph)) to **request for a Payment Slip**;
2. The OUR sends a soft copy of the fillable **Payment Slip** to the student;
3. Student **pays over-the-counter** (OTC) at any open Landbank branch **or avail of fund transfer** feature of his/her bank to Landbank (Note: If paying via fund transfer, please use InstaPay as PESONet is not Real-time);
4. Student **emails the scanned/photo of the proof of payment and the filled out Payment Slip** to [admission.our@upd.edu.ph](mailto:admission.our@upd.edu.ph) with the subject: **Bankpayment\_Residence\_type\_name**;
5. OUR then sends a pdf copy of the student's Form5 to the Cash Office together with the accomplished Payment Slip and proof of payment;
6. Cash Office checks the forwarded documents and proof of payment against the bank statement;
7. If everything is in order, Cash Office validates the student's Form5 and then sends the validated form back to the OUR; and
8. OUR tags the student in CRS with "To sign/claim Form5"

The process temporarily ends here.

However, at a much later date **when the situation normalizes, the student will have to go to the OUR to sign and claim his/her copy of the Form5.**

***Note: This process is valid until the online payment modules in CRS are deployed.***