PROCESS ON HOW TO APPLY FOR A UNIVERSITY CLEARANCE

1. Student applies for a University Clearance in his/her CRS account (crs.upd.edu.ph);
2. Student emails the admission.our@upd.edu.ph to request for a Payment Slip with the subject: Clearance -Request for Payment Slip_studentno (Note: Kindly indicate in the email if the student is a graduate of a certificate program to properly assess the student);
3. Registration and Clearance Section (OUR-RCS) sends a soft copy of the fillable Payment Slip to the student;
4. 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);
5. Student sends back the scanned/photo of the proof of payment and the filled out Payment Slip to admission.our@upd.edu.ph;
6. If everything is in order, OUR-RCS sets the student’s application as “paid”;
7. Student monitors the status of his/her clearance application in his/her CRS account;
8. 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 know more)