

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)