

PROCESS ON HOW TO PAY FOR LATE REGISTRATION AND LATE CHANGE OF MATRICULATION (CoM)

1. Student **emails the OUR** (our.diliman@up.edu.ph) about his/her request for late registration/CoM/dropping and **requests for approval** preferably using his/her UP mail account to lessen the verification process;
2. Once approved, 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 with the subject: **Bankpayment_transaction_type_name;**
5. OUR then sends a pdf copy of the student's Form5/Form 26/Form 26A 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/Form 26/Form 26A and then sends the validated form back to the OUR; and
8. OUR tags the student in CRS with "To sign/claim Form5/Form 26/Form 26A"

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/Form 26/Form 26A.**

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