DEADLINE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIVERSITY OF THE PHILIPPINES

College, Laguna

OFFICE OF THE UNIVERSOTY REGISTRAR

APPLICATION FOR STUDY PRIVILEGES

For\_\_\_\_\_\_\_\_ Semester, Summer, 20\_ \_ - 20\_ \_

NOTE: The deadline for submission is the day before the first day of regular registration for each semester or summer.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. I hereby certify that the above mentioned student is my son/daughter/spouse and at present is not

(Pls. encircle)

employed or has no other means of income.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of U.P. Personnel Designation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Office and Unit

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B. 1. For Currently Employed Personnel (To be accomplished by HRDO)

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a ( ) regular fulltime personnel ( ) regular part time faculty

and has rendered an aggregate service in the University of not less that five(5)years with the following status:

[ ] not on leave [ ] on vacation leave without pay [ ] on sick leave [ ] on secondment to another gov’t agency or

[ ] on vacation leave with pay outside the country on academic assignment

2. For U.P. Retirees and other Personnel

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was already separated from the service in the

University due to ( ) compulsory retirement ( ) optional retirement ( ) disability on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with an aggregate service in the University of not less than ten(10)

years.

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Chief, Human Resource Development Office

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| --- | --- |
| C. (To be filled up by the student)  Grades obtained during the Last Enrollment  \_\_\_\_\_\_\_\_\_\_Semester/Summer, 20\_\_\_/20\_\_\_  SUBJECT GRADE UNIT  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  Total No. of Units \_\_\_\_\_\_\_\_\_\_\_\_  This to certify that the above mentioned student ( ) has not exceeded the allowed maximum residence and the grades for all the subjects enrolled in as of the last day of registration for said semester/summer are complete and accurate.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  College Secretary Date | D. (To be accomplished by the Registrar’s Office)  Recommending Approval:  [ ] 100% discount on tuition, miscellaneous and lab fees  [ ] 50% discount on tuition, miscellaneous and lab fees  [ ] not entitled to any discount  ROSALINA A. MONTARAS \_\_\_\_\_\_\_\_\_\_\_\_  Administrative Officer V Date  Approved:  MYRNA G. CARANDANG  University Registrar  E. Subject to Enroll (to be accomplished by the student)  SUBJECT UNIT SUBJECT UNIT  1. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_  5. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ |