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 DateApproved: MYRNA G. CARANDANG University RegistrarE. Subject to Enroll (to be accomplished by the student) SUBJECT UNIT SUBJECT UNIT1. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_  |