



University of the Philippines
OPEN UNIVERSITY
College 4031 Laguna

UNIVERSITY CLEARANCE FORM FOR STUDENTS

(PRINT IN BLOCK LETTERS)

NAME: _____
(Family) (First) (Middle)

STUDENT NO.: _____

PROGRAM: _____ MAJOR (if applicable): _____

First Enrollment: _____ Semester/Trimester, 20____-20____

Last Enrollment: _____ Semester/Trimester/Mid-Year, 20____-20____

Reason for clearance: _____

In-charge, OSA

Date

In-Charge, Library

Date

Faculty Dean

Date

Chief, Accounting Office

Date

University Registrar

Date

Graduation fee paid under C.R. No. (disregard if not graduating) _____ Dated _____

Deposit fee paid as new student (PHP 100.00):

For refund

For donation to UPOU Alumni Foundation Incorporated (UPOU AFI)

If I do not refund the deposit fee after one {1} semester upon approval of the clearance from the university, I am authorizing the UPOU to transfer the funds to the UPOU AFI.

Signature of Student

Date

Important: Always retain one copy which you will present to the Office of the University Registrar each time you transact business requiring clearance (e.g. application for transcript, claim of diploma, etc.)



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