



**UNIVERSITY OF THE PHILIPPINES  
OPEN UNIVERSITY**  
Los Baños, Laguna 4031

- Copy for the Student
- Copy for the Faculty Dean
- Copy for OUR

PRINT IN BLOCK LETTERS

**UNIVERSITY CLEARANCE FORM FOR STUDENTS**

NAME					
<i>Last Name</i>		<i>First Name</i>		<i>Middle Name</i>	
STUDENT NUMBER		PROGRAM		MAJOR (If applicable)	
FIRST ENROLLMENT			LAST ENROLLMENT		
<input type="checkbox"/> First Semester	<input type="checkbox"/> First Trimester	Academic Year		<input type="checkbox"/> First Semester	<input type="checkbox"/> First Trimester
<input type="checkbox"/> Second Semester	<input type="checkbox"/> Second Trimester	20_____ - 20_____		<input type="checkbox"/> Second Semester	<input type="checkbox"/> Second Trimester
<input type="checkbox"/> Midyear	<input type="checkbox"/> Third Trimester			<input type="checkbox"/> Midyear	<input type="checkbox"/> Third Trimester
REASON FOR CLEARANCE					
_____ <i>Office of Student Affairs, In-Charge</i> _____ <i>Date</i>			_____ <i>Library, In-Charge</i> _____ <i>Date</i>		
_____ <i>Faculty Dean</i> _____ <i>Date</i>					
_____ <i>University Registrar</i>			_____ <i>Date</i>		
Graduation fee paid under C.R. No. (disregard if not graduating) _____ dated _____.					
Deposit fee paid as new student (Php 100.00):					
<input type="checkbox"/> For refund <input type="checkbox"/> 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.					
_____ <i>Signature of Student</i>			_____ <i>Date</i>		

**Reminders:**

1. Student should email the accomplished form to records\_documentsupport@upou.edu.ph.
2. The file naming convention to be followed when emailing the form is Faculty Office Name\_DegreeProgram\_StudentLastName\_First Name\_MiddleName. example: FMDS\_MPM\_Cruz\_Juana\_Garcia
3. File Format is PDF.