



University of the Philippines
UP OPEN UNIVERSITY
APPLICATION TO OVERLOAD
\_\_\_\_\_ Trimester, AY \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Year level: \_\_\_\_\_

Scholastic standing as of last enrollment:

- Good Standing
Warning
Probation
Permanently Disqualified

Curriculum-prescribed load this semester:

\_\_\_\_\_ units

Request to: [ ] UNDERLOAD, of \_\_\_\_\_ units

For request to UNDERLOAD

Reason(s) for registering less than 12 units:

- Unavailability of subjects
Health
Working student (outside the university)
No more courses to take based on the curriculum

Signature of Student

(Follow the numeric sequence)

(1) Endorsed:

(2) Recommending Approval/Disapproval

Name and signature of Program Chair

Name and signature of Faculty Secretary

(3) Approved/Disapproved:

Name and signature of Dean

Attachments:

- Plan of Study
Medical certification (for health reason)
Copy of schedule of classes and certification by the adviser (for unavailability of course)
Copy of payroll and appointment papers (for employment reason)
Certification by the adviser that there are no more courses to take based on the curriculum