



**University of the Philippines  
UP Open University  
Request to Cross-Register**

**Student No.:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last Name First Name Middle Initial

**Degree Program:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Type of cross-registration<sup>1</sup>:** Local International  
 Student Exchange Others

I would like to request permission to cross-register at \_\_\_\_\_  
1st school of choice 2nd school of choice 3rd school of choice

for the (term) \_\_\_\_\_ Academic Year \_\_\_\_\_ for the following reason/s : \_\_\_\_\_  
 \_\_\_\_\_

**Number of units remaining** \_\_\_\_\_ **Scholastic standing:** \_\_\_\_\_  
**In the degree program:**  
**Number of semesters remaining** \_\_\_\_\_  
**under the Free Tuition Law:**

**Attested:** \_\_\_\_\_ **Certified:** \_\_\_\_\_  
College Secretary Adviser

Courses Requested <sup>4</sup>	Units	To be credited as elective? (Y/N)	To be credited as a substitute to a course? If yes, indicate the course number.	Units	Adviser's signature <sup>2</sup> and remarks, if any

**Home Unit Approval:** \_\_\_\_\_ **Host Unit Approval<sup>3 5</sup>** \_\_\_\_\_  
College Secretary Department Chair/Institute Director/Program Chair

\_\_\_\_\_ Dean \_\_\_\_\_ Faculty Secretary

\_\_\_\_\_ Registrar/Vice Chancellor for Academic Affairs \_\_\_\_\_ University Registrar

**FOR CROSS-REGISTRATION OUTSIDE OF UP SYSTEM:**

\_\_\_\_\_ Home Unit Vice Chancellor for Academic Affairs

\_\_\_\_\_ Home Unit Chancellor<sup>6</sup>

- [1] Attach applicable requirements:  
 Medical Certificate (for health reasons)  
 Acceptance letter from the host university (for student exchange).
- [2] Adviser's signature here means that the courses will be credited in the student's degree program.
- [3] Have the Host Unit Registrar accomplish this page and submit to the Home Unit (hard copy or email).
- [4] For student exchange: If applicable, submit updated form duly approved by the adviser, one (1) week after start of classes at the host University.
- [5] For student exchange, host unit approval is not applicable
- [6] Only applicable for student exchange (e.g., through the MOVE UP student mobility program)

**ACKNOWLEDGEMENT**

**THE UNIVERSITY REGISTRAR**

\_\_\_\_\_

*Home Unit*

This is to certify that \_\_\_\_\_ has been admitted as cross-enrollee this \_\_\_\_\_

*Semester/Term*

Academic Year \_\_\_\_\_ for \_\_\_\_\_ units/credits at the \_\_\_\_\_

\_\_\_\_\_

*Academic Unit*

of

\_\_\_\_\_

*University*

\_\_\_\_\_  
*Signature over printed name*  
*University Registrar - Home Unit*