

SURP REGISTRATION FOR THE SECOND SEMESTER AY 2022-2023

1. In order to provide guidance to students who will enroll this semester, the School will be holding a pre-advising session to all SURP students who pre-enlisted in the different subjects/courses. The SURP faculty members will be contacting the students who were able to lock their enlistment during the pre-enlistment period starting 2 – 30 January 2023. Students are hereby advised to check their emails regularly.
2. Enrollment in Residence. Starting February 15, 2023, the SURP students who will enroll in Residence are advised to communicate the following with Mr. Robbie Rodriguez through this number: 09193835342

NAME:
STUDENT NUMBER:
SEMESTER/YEAR OF ENTRY:
PROGRAM:
YEARS ENROLLED IN PLAN 300/PLAN 400 (if applicable):
THESIS ADVISER:
SEMESTER/YEAR OF PROPOSAL APPROVAL:

3. Leave of Absence Application (LOA) is done online using the student's CRS account. Processing of the LOA applications will be 2 weeks after the General Registration Period.
4. Assessment. This may take some time, we want to make sure that you will be paying the right amount. Check CRS from time to time if status is already "For Payment". For those working at LGUs, please email to surp.ogs.upd@up.edu.ph your Certificate of Employment for tuition fee discount.

We discourage Change of Mat. Please check if your enlisted subjects are correct before making payment.

5. SURP Students who have not been assigned a registration adviser, please fill-up this form: [Click to Download](#). Send to surp.ogs.upd@up.edu.ph. Subject: For Pre-Advising
6. Payment Process
 - Login to your CRS account;
 - Open the "Settlement of Outstanding Transaction" module;
 - Click "New Payment Slip"
 - Pay through Bank Deposit/Transfer
 - Encode payment details in the "ADD PAYMENT" button;
 - Cashier validates your payment
 - Student is tagged as "Registered"
 - Print and sign Form 5

For OTC, online fund transfer, and Link.biz, you may see the flowchart below for your guidance: <https://our.upd.edu.ph/files/flowchart/regmy2020.pdf>

For direct payment, you may follow the instructions in this guide below: <https://drive.google.com/file/d/1-ci2l5t9dauGgQWjbohd6Jz8M-PaCUg1/view>

For other concerns, kindly contact the OGS at surp.ogs.upd@up.edu.ph. Thank you.