OSA’s MANDATE

VISION
We are a team of excellent service providers producing empowered UPLB students

MISSION
To provide an environment conducive and supportive of the student’s academic, personality growth, and development

Director’s Office
Administrative Support Services - provides administrative support services for effective implementation of programs and activities; and for efficient delivery of students’ services

Communication and Information Technology (COMMIT) - provides centralized assistance to all UPLB students availing OSA services; creates, manages, and administers the information and communication technology (ICT) resources of OSA; facilitates research, development, and training to improve the delivery of OSA services

Counseling and Testing Division (CTD) - provides psychological assistance to the students through its various services and programs which include counseling, testing, career placement, readmission, job placement, research, pre-employment seminar-workshop and tutorials

Scholarships and Financial Assistance Division (SFAD) - provides support services related to financial assistance through the “Iskolar ng Bayan” or Socialized Tuition (ST), government and private scholarships/study grants, various loans and student assistantships

   Socialized Tuition - provides socialized financial equity to all of the UP students and lessens the burden of the financially needy students

   Student Assistantship Program - provides students with part time work and earns money while pursuing their studies in the University

   Scholarships Program - provides additional incentives to students who maintain satisfactory academic progress either based on outstanding academic merits and/or financial need

   Student Loans Program - provides student loanable funds, payment deferment funds or other loan assistance that are paid within the prescribed time with minimal interest

Student Organization and Activities Division (SOAD) - coordinates and monitors activities of recognized student organizations; develops and implements programs beneficial to students’ concern and development

International Student Services (ISS) - renders services on advising and orientation of cross-cultural students. Provides intellectual, socio-cultural and educational activities for international undergraduate and graduate students.

Student Disciplinary Tribunal (SDT) - evaluates cases of misbehavior; implements university rules and regulations on student conduct and discipline; and process students disciplinary measures.
Generate an Activity Permit at OSAM

Have it signed by the Org Head and the Advisers

Submit the AP to SOAD a week before the activity or on or before the specified date at the AP with the attachment base on the activity to be conducted.

SOAD will verify the signatures and the attachment

After verification said AP will be signed by SOAD Head for recommending approval

Will submit to D.O for the Director’s signature and approval

The org will be notify that the AP was approved and ready for release
NECESSARY DOCUMENT/S

1. FOR NEW / INCOMING STUDENTS:
   1 Photocopy of Notice of Admission
   1 Photocopy of Passport
   1 Photocopy of Valid Visa (Please write current / campus address at the bottom of the page)
   2 pcs. Picture (2x2 or passport size)
   FOR THOSE HOLDING 9F VISA:
   1 Photocopy of ACR l-card (front & back)
   FOR THOSE HOLDING 47A2 VISA:
   1 Photocopy of ACR
   FOR THOSE WITH SCHOLARSHIPS:
   1 Photocopy of letter of Scholarship

2. FOR CONTINUING STUDENTS
   1 Photocopy of Passport
   1 Photocopy of Valid Visa (Please write current address at the bottom of the page)
   2 pcs. Picture (2x2 or passport size)
   FOR THOSE HOLDING 9F VISA:
   1 Photocopy of ACR l-card (front & back)
   FOR THOSE HOLDING 47A2 VISA:
   1 Photocopy of ACR
   FOR THOSE WITH SCHOLARSHIPS:
   1 Photocopy of letter of Scholarship

1. Present all the necessary documents to the person in charge @ ISS-Osa

2. FOR NEW STUDENTS: Fill up Student Information Sheet (to be provided by ISS-Osa)
   Note: FOR CONTINUING STUDENTS skip this step

3. Fill up the STUDY PERMIT form

4. Have your Study Permit validated and signed
Processing of Leave of Absence (LOA)

Start

Student presents College Clearance to the Director’s Office (DO).

DO provides OSA Clearance form (Half Sheet).

Student proceeds to CTD, SFAD, SDT, and TERC for clearance signing.

With Accountability?

YES

Student settles accountability.

NO

Student submits accomplished OSA clearance form together with the College clearance.

Admin Officer countersigns clearance form.

OSA director signs clearance.

Student logs his/her details in the logbook provided by DO.

End

DO releases clearance to students.
Processing of Good Moral Certificate

Start

Student requests for issuance of Good Moral Certificate (GMC) at the Director’s Office (DO).

Student fills-up the GMC form.

Student proceeds to SDT for record verification.

YES

With Case?

NO

Student applications for GMC denied.

SDT personnel countersigns the GMC.

Student submits accomplished GMC form to DO.

DO prepares certificate of GM.

Admin Officer countersigns the GMC.

OSA director signs the GMC.

Student logs his/her details in the logbook provided by DO.

DO releases GMC to students.

End
Processing of University Clearance

Start

Student downloads the Clearance at www.uplbosa.org for batch 2006 onwards and for batch 2005 downwards shall secure Clearance from their respective Colleges.

Student presents the University Clearance to the Director’s Office (DO).

DO provides OSA clearance form (Half Sheet).

YES

Student settles accountability.

NO

With OSA Accountability

Student submits duly accomplished OSA clearance form together with the College Clearance.

DO verifies student accountability through OSAM.

A
A

With UHO, UHS or University Library accountability?

YES

Student settles accountability to concerned offices.

NO

DO countersigns OSA clearance and University clearance for UHO, UHS, and University Library

OSA Director signs OSA clearance and University clearance.

Student logs his/her details in the logbook provided by DO.

DO releases University Clearance to Student.

End
Processing of Waiver

Start

Student presents Waiver form to the Director’s Office (DO).

DO stamps OSA Director facsimile.

Student proceeds to SDT for record verification.

With Case?

YES

Student application for waiver denied.

SDT personnel countersigns the waiver.

Admin Officer countersigns the waiver.

OSA director signs the waiver.

Student logs his/her details in the logbook provided by DO.

DO releases approved waiver to students.

NO

Student application for waiver denied.
CTD – OSA READMISSION PROCEDURES
(For readmission applicants with complete documents and requirements for Evaluation)

1. Pre-Screening
2. Scheduling for Psychological Testing
3. Filling up of Readmission Application Form and Panukat ng Pananaw sa Kapaligiran
4. Psychological Testing
5. Group Guidance/Counseling
6. Panel Interview/Counseling
7. Evaluation
8. Recommending Approval/Disapproval of the OSA Director
9. Forwarding of papers to the College Dean

For Inquiries, see the Guidance Counselors at Room 9, 2nd floor Student Union Building.
FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF
STUDENT APPEALS FOR READMISSION
(DISMISSSED STUDENTS)

FLOW OF PAPERS

STUDENTS
Accomplishes documents A, B, C, D, E, F, G and H

ADVISERS
Endorses the appeal

DEPT. CHAIR/INSTITUTE DIRECTOR
Endorses the appeal

OSA DIRECTOR
Endorses the appeal

COLLEGE SECRETARY’S OFFICE
(To prepare TCG, SAP & evaluation sheet)

COLLEGE DEAN
Action Taken

IF OSA DIRECTOR & COLLEGE DEAN APPROVE THE APPEAL

REGISTRATION

DOCUMENTS NEEDED

A. Letter of appeal addressed to the Dean (Readmission Form No. 1)
B. Notarized statement from the parent’s attesting/confirning the student’s reason for failing to maintain good academic standing, & promising to assist/supervise the student if readmitted. This may be substituted by a personal conference with OSA Director.
C. Plan of study (to be prepared by the student and approved by the academic adviser) detailing the courses to be taken from the time of readmission until graduation.
D. True copy of grades (TCG) from the concerned college secretary. It must indicate all grades from freshman until the last semester the student was enrolled with the reason for the grades of 5.0 as indicated in the IBM grade sheet in the last semester, semestral scholastic status, leaves of absence, and the semester when the student was last readmitted.
E. Summary of Academic Performance (SAP) from the concerned college secretary.
F. Evaluation Sheet (blue sheet)
G. Photocopy of valid I.D. from parents with signature.
H. Plan of Action (to ensure that the delinquency will not happen again

Note: Dismissed students seeking transfer to another college should first be readmitted to their current college. Request for transfer to another college should be processed the following semester.
FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF STUDENT APPEALS FOR READMISSION (EXTENSION OF RESIDENCE)

FLOW OF PAPERS

STUDENTS
Accomplishes documents A, B, C, D, E, F, G and H

ADVISERS
Endorses the appeal

DEPT. CHAIR/INSTITUTE DIRECTOR
Endorses the appeal

COLLEGE SECRETARY'S OFFICE
(To prepare TCG, SAP & evaluation sheet)

COLLEGE DEAN
Endorses the appeal

VICE CHANCELLOR FOR INSTRUCTION (FINAL ACTION)

DOCUMENTS NEEDED

A. Letter of appeal addressed to the Vice Chancellor for Instruction (Readmission Form No. 2)

B. Notarized statement from the parents' attesting/confirming the student's reason for extension of residence, & promising to assist/supervise the student if given an extension.

C. List of Remaining Course(s) to enroll (includes subject(s) for removal and/or for completion)

D. True copy of grades (TCG) from the concerned college secretary. It must indicate all grades from freshman until the last semester the student was enrolled with the reason for the grades of 5.0 as indicated in the IBM grade sheet in the last semester, semestral scholastic status, leaves of absence

E. Summary of Academic Performance (SAP) from the concerned college secretary.

F. Evaluation Sheet (green sheet)

G. Photocopy of valid I.D. from parents with signature.

H. Plan of Action (to ensure that the delinquency will not happen again).

Note: Dismissed students seeking transfer to another college should first be readmitted to his/her current college. Request for transfer to another college should be processed the following semester.
FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF
STUDENT APPEALS FOR READMISSION
(PERMANENTLY DISQUALIFIED [P.D.I.])

FLOW OF PAPERS

STUDENTS
Accomplishes documents
A, B, C, D, E, F, G and H

ADVISERS
Endorses the appeal

DEPT. CHAIR/INSTITUTE DIRECTOR
Endorses the appeal

OSA DIRECTOR
Endorses the appeal
P.D. due to:
> excessive or unexcused absences
  - for counseling & testing
> PSP - for counseling only

COLLEGE SECRETARY’S OFFICE
(To prepare TCG, SAP &

COLLEGE DEAN
Endorses the appeal

VICE CHANCELLOR FOR INSTRUCTION
(FINAL ACTION)

DOCUMENTS NEEDED

A. Letter of appeal addressed to the Vice Chancellor for Instruction (Readmission Form No. 2)

B. Notarized statement from the parents’ attesting/confirming the student’s reason for extension of residence, & promising to assist/supervise the student if readmitted. This may be substituted by a personal conference with OSA Director.

C. Plan of study (to be prepared by the student and approved by the academic adviser) detailing the courses to be taken from the time of readmission until graduation.

D. True copy of grades (TCG) from the concerned college secretary. It must indicate all grades from freshman until the last semester the student was enrolled with the reason for the grades of 5.0 as indicated in the IBM grade sheet in the last semester, semestral scholastic status, leaves of absence.

E. Summary of Academic Performance (SAP) from the concerned college secretary.

F. Evaluation Sheet (blue sheet)

G. Photocopy of valid I.D. from parents with signature.

H. Plan of Action (to ensure that the delinquency will not happen again).

Note: Dismissed students seeking transfer to another college should first be readmitted to his/her current college. Request for transfer to another college should be processed the following semester.
STUDENT DISCIPLINARY TRIBUNAL (SDT) PROCEDURE IN HANDLING CASE/S

INCIDENT

FILING OF COMPLAINT

PRELIMINARY INVESTIGATION (P.I)

NO PROBABLE CAUSE

RECOMMENDED FOR DISMISSAL OF THE CASE

SDT DISMISS THE CASE

YES, WITH PROBABLE CAUSE

FILE - FORMAL CHARGE

SDT TRIALS (Presentation of of Evidences)

SDT Deliberation

DECISION

GUilty

APPEAL

REVERSED SDT DECISION

AFFIRMED

IMPLEMENTATION

NOT GUILTY

PENALTY

DISMISS THE CASE
STUDENT ASSISTANTSHIP APPLICATION PROCESS

Applicants may browse through the List of Vacant S.A. Positions (www.uplbosa.org/jobs)

Generate preliminary S.A. application form. Have the form signed by your College Secretary. Present form 5 and Form 26 to your College Secretary so they can also verify your enrolled courses.

Proceed to immediate supervisor. The supervisor shall fill out the preliminary application form and should also provide the S.A. item code which was emailed to them when they requested for student assistants. One S.A. item code = one student assistant.

Generate SFAD-OSA Form 3B via www.uplbosa.org.

Print and sign Form 3B.

Submit preliminary S.A. application form, copy of Form 5 and form 26, and Form 3B to SFAD at Room 6, 2/F S.U. building.
STUDENT ASSISTANSHIP PAYROLL PROCESS

NOTE:
- Deadline for submission of DTR is every 5th working day of the month.
SCHOLARSHIP PROGRAM PROCESSES (UPLB-OSA)

MOA or MOU signing and UPLB Accounting Account Codes:

- MOA is signed by Chancellor Cruz and representatives of donor
- A copy of MOA is given to UPLB Accounting office for assignment of Account code
- Account code - code of the scholarship program under MOA with UPLB.

Checks received for scholars’ benefits are remitted at UPLB Cashier’s Office using the account code for proper control. Payment for scholars’ benefits like payrolls and disbursement vouchers are prepared by OSA and processed at the Accounting Office first where payment is recorded charged to the account code.

APPLICATION, SCREENING AND FINAL SELECTION OF SCHOLARS:

- Acceptance of application forms during application period assigned by OSA.
- Student take IQ exam.
- Interview of qualified applicants by UPLB CSFA or UPLB College Committee with representatives of donors

REPORTING TO DONOR AND REQUEST FOR BENEFITS, FOR NEWLY SELECTED SCHOLARS WHO ARE ALREADY ENROLLED:

- Preparation of communication to donors, to report on finally selected scholars with bill request for benefits (school fees, stipend and other benefits stipulated in the MOA or MOU).

Donors issue checks which will either be picked-up by OSA, sent through speed mail or picked-up by UPLB Cashier’s Office staff.

- After check is received by OSA, it will be immediately remitted at UPLB Cashier’s Office using the Account Code previously assigned for the scholarship program.
- Copy of OR will be provided to UPLB Acctg. Office, one for Office file/record/books of accounts. An acknowledgement letter will be prepared and attach the original copy of OR for donor’s copy.

ENROLLMENT OF SCHOLARS WHO ARE QUALIFIED FOR RENEWAL and REPORT AND REQUEST FOR BENEFITS OF SCHOLARS:

- Scholars will submit to OSA a TRUE COPY OF GRADES (TCG requested from College Secretary) during the immediately preceding semester. OSA determines qualification for renewal of grant.
- If qualified, a certificate for the matriculation privilege (if program supports matriculation fees) will be issued by OSA to scholar, which will be presented to UPLB OUR for assessment of fees.
- After officially enrolled and to show proof of enrollment, student will submit photocopy of UPLB Registration form 5 to OSA.
- OSA will prepare report to donors on academic performance of scholars and request for remittance of benefits.
- Follow process 2, 3 & 4 on reporting to donors and request for benefits.
NOTE: For scholars who are recipients of STFAP or now STS, UPLB charge P1,500/unit. Privileges from scholarship programs are applied first and next is their STS discounts.

PREPARATION OF PAYROLLS/DISBURSEMENT VOUCHERS FOR PAYMENT OF SCHOLARS BENEFITS FOR THE CURRENT SEMESTER:

- OSA will prepare payroll for payment of scholars' benefits (stipend prepared 2 weeks before end of preceding month).
- OSA encouraged scholars to open an account with LBP to help shorten process at the UPLB administration.
- For matriculation fees, UPLB OUR will issue bill of matriculation fees to OSA containing the names of scholars who enjoyed this privilege during enrollment period. OSA will prepare a disbursement voucher for payment.

FOR BENEFITS OF OTHER SCHOLARSHIP PROGRAMS RELEASED THROUGH ATM (i.e., REBISCO)

- Same process for issuance of matriculation certificate to scholars is followed.
- OSA prepares report to donors on academic performance of scholars and request for remittance for payment of matriculation fees only.
- OSA picks-up check, remits at Cashier's Office and prepare acknowledgment letter.
- OSA prepares disbursement voucher for payment of matriculation fees only, as billed by UPLB OUR.
- Stipend and all other benefits of scholars are released through their individual ATM, opened for the purpose.

OSA do not prepare payrolls/DV for their monthly allowances.

SCHEDULE OF REPORT AND BILLING TO DONORS and PREPARATION OF BENEFITS:

- Grades are requested early from colleges as soon as available immediately after the close of semester for initial assessment of donors and submitted by OSA through email.
- For many programs, before end of enrollment, report is prepared to donors (June and November and now August and January)
- If remittance is received, for first Semester, June & July payroll is prepared. Second week of July, August payroll is prepared. The same pattern is followed for the succeeding months. For Second semester, November & December is prepared. January payroll is prepared during second week of December and so on.
- Normally remittances are received 2 to 3 weeks after communication is sent to donors.

OTHERS:

- Some scholarship programs release benefits through the UPLB Foundation Inc. Other programs process checks or deposit monthly allowances to the scholars' bank accounts.

PREPARED BY:

ELISA S. NAVARRETE
Scholarship Affairs Officer I
OSA-SFAD, UPLB
July 23, 2014
STUDENT LOAN BOARD APPLICATION PROCESS

a. PRE-SCREENING/EVALUATION

A. Download the OSA-SFAD Form 4a (Student Loan Application Form) by logging in to the OSA Management System at www.uplbsosa.org using the OSAM, STS, or System One Account and clicking on “Student Loan Board”

B. Completely fill out the loan application form. Key in the total assessed fees in Form 5 and Form 26, if any.

C. If there is a change in STS Tuition Discount Level secure certification at Room 5, STS Office, Upper Floor S.U. Bldg. prior to re-assessment at the Office of University Registrar (OUR).

D. After printing the SLB Application Form, the student and co-debtor must sign the form. If the student opted to use the Co-debtor’s Certification, it should be attached to the application.

E. Upon filing of the application, the student should present one (1) valid ID of the co-debtor. Valid ID includes: driver’s license, SSS ID, GSIS ID, , PhilHealth ID, current company/Office ID, postal ID, BIR ID, Barangay ID, Voter’s ID or valid passport.

F. Submit the SLB application form, signed co-debtor’s certification (if the student opted to use it), co-debtor’s ID, Form 5, and Form 26 at SFAD-OSA, Room 6, Upper Floor, S.U. Bldg. for processing during the enrolment period.

b. Please proceed to any of the following paying centres:

- Cashier’s Office (CA Bldg. – old Admin. Bldg.) for CEAT, CPAf, and GS
- Land Bank for CA, CFNR, and CVM
- CEM/ICOPED for CDC and CEM
- Office of the University Registrar (OUR) for CAS and CHE
- Office of the College Secretary of CAS, CEAT, CFNR, and GS
- Office of Student Affairs (OSA)
**Steps to Follow When Applying for a Cash/Emergency Loan:**

1. **Secure an application form at Window 3 & 4, SFAD-OSA, Room 6, Upper Floor, S.U. Bldg. by presenting your UPLB ID and current UPLB Form 5-Registration Form (STAMPED REGISTERED).**

2. **Fill out application form completely; attach the documents required (refer to announcement and/or poster at Window 3 & 4).**

3. **Proceed to the SFAD personnel in-charge of processing the loan at Window 3 and/or 4 for checking of application form, documents, and student’s academic standing.**

4. **For the loan signatories, please refer to announcement/poster at Window 3 and/or 4. Proceed then to the corresponding loan committee members for signing and approval of loan application.**

5. **After the approval of the application form by the special committee members, submit it back to Window 3 and/or 4 of SFAD-OSA.**

A check will be prepared and released to the student for encashment at the bank for the following loan programs:

- **PCIB-UPLB SFAP, PFY SFAF, PNB-UPLB EAF, ECL SFAP, FCO VSLG, GRL VSLG, TMS VSLG, and UPLBAAA LEO-JMH SELF – check encashment is at the PNB UPLB Branch.**
- **Allen Torrenueva SFAP – check encashment is at the Planters Bank Los Banos**
- **ZBRM SFAP – check encashment is at the PlanBank Los Banos**

For CHED SAFE Loan, UPAA SAV SLF, Sen. F.S. Tatad EAP, and Sen. J.D. Lina EAF, original copy of the loan application will be returned to the student for encashment at the Cashier’s Office (CA Bldg. – Old Admin. Bldg.).
Tuition Discount Guidelines

UP students who wish to apply for tuition discounts under the ST must supply the information about the income and socio-economic characteristics of their household. The application is done online. Using the information submitted by the students, the University uses a standardized grant tuition discount system and, in certain cases, provide monthly stipends, according to the tables below:

<table>
<thead>
<tr>
<th>Tuition Scheme</th>
<th>Tuition Fee Discount</th>
<th>Tuition Fees</th>
<th>Other Financial Assistance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Discount</td>
<td>0%</td>
<td>₱1,500/unit</td>
<td></td>
</tr>
<tr>
<td>Partial Discount – 33%</td>
<td>33%</td>
<td>₱1,000/unit</td>
<td></td>
</tr>
<tr>
<td>Partial Discount – 60%</td>
<td>60%</td>
<td>₱600/unit</td>
<td></td>
</tr>
<tr>
<td>Partial Discount – 80%</td>
<td>80%</td>
<td>₱300/unit</td>
<td></td>
</tr>
<tr>
<td>Full Discount</td>
<td>100%</td>
<td>Free tuition</td>
<td>Free miscellaneous and laboratory fees</td>
</tr>
<tr>
<td>Full Discount + Stipend</td>
<td>100% (plus stipend)</td>
<td>Free tuition</td>
<td>Free miscellaneous and laboratory fees</td>
</tr>
</tbody>
</table>

Tuition discounts and other financial assistance from ST shall be for one academic year, renewable annually.

Incoming Freshmen (student number beginning 2014 and incoming MD and JD students) who will be granted Full Discount + Stipend will receive ₱3,500 monthly allowance for two semesters. Said monthly allowance may be in the form of cash, dormitory privilege, and/or meal coupon.

Upperclassmen (students admitted to the university before 2014) at the same level shall receive ₱2,400 monthly allowance for two semesters.

Who are qualified to apply for ST System financial assistance?
To qualify for tuition discounts from ST, the student must:
1. Be a Filipino citizen;
2. Be a bonafide undergraduate student. Except for students of Law and Medicine, the applicant must not have a bachelor’s degree. For new students, the applicant must have an admission slip;
3. Never have been adjudged guilty of any offense that carries a penalty of more than 30 days suspension; and
4. Be in need of financial assistance as determined by the University.

How to apply for ST System financial assistance?
1. Visit http://sts.up.edu.ph/ and log in using your ST Account* (Please see below instruction):
   o New Students: Student No. (20xx-xxxxx) + 5-digit PIN
   o Upperclassmen: UP Mail account (jpdelacruz@up.edu.ph)
2. Indicate your intent to apply and your consent to the terms and conditions of ST.
3. Complete your Student Profile with information about yourself and your parents/guardian and siblings.
4. Answer the Household Characteristics questionnaire.
5. Accomplish the Household Income form.
6. Review all entries before proceeding to submission. You cannot view or change your answers after you submit your application.
7. Proceed to submission. You and your parents/guardian need to indicate consent to the terms and conditions of the application.
8. Confirm submission of your ST application.
ST applicants are not required to submit any documents (e.g., income tax return, employment contract, etc.) to complete the application process.

Results will be released according to the posted schedule. You may view the results by logging into http://sts.up.edu.ph/ using your account. Check out the Announcements tab for any updates during the application period.

*ST Accounts
NEW STUDENTS

All new students will use their Student No. and 5-digit PIN to access ST. Your 5-digit PIN is indicated on your Admission Slip.

New students include the following:
- UPCAT Qualifiers
- Incoming freshmen with newly issued Admission Slips
- Incoming freshmen with Admission Slips who were not able to log-in to ST in April 2014
- Incoming freshmen who deferred enrolment in previous years
- Incoming MD [from UP College of Medicine] and JD [from UP College of Law] students
- Transferees from other schools
- Students without Admission Slips but have been duly accepted by a UP unit as an incoming undergraduate student

If you were not issued one, contact the ST Helpdesk in your campus for assistance. Contact details are in the ST Helpdesk tab.

UPPERCLASSMEN

Upperclassmen will use their UP Mail account (e.g. jpdelacruz@up.edu.ph) to access ST Online. There is no need to request for a 5-digit PIN.

UP Mail is a new e-mail service that will consolidate all UP employees and students from all Constituent Universities (CUs) into a single e-mail domain. This is different from your CU specific web mails (e.g. @upd.edu.ph, @uplb.edu.ph, @upb.edu.ph; do not use these emails when logging in to ST).

If you're asking for assistance via email (helpdesk@up.edu.ph), send your:
- Student number
- Complete name
- Campus
- A scanned copy of your latest Form 5 and UP ID

You can only send one request. Your requests are given ample attention upon receipt.

Check out http://e.up.edu.ph/general-mail-faq/ for more information about UP Mail.

How to apply for ST Appeal?

ST applicants may be in special situations where they may need additional financial assistance. They may file an APPEAL to inform the ST Office about these circumstances and to request these to be considered in the grant of tuition discounts.

To file an appeal, follow these steps:
2. Log in using your ST Account.
3. Indicate your consent with the terms and conditions of ST.
4. Fill out the ST Appeal questionnaire.
5. Indicate your complete permanent address, vicinity map, and landmarks near your home.
6. Save your appeal and review your entries.
7. Review all entries before you finally submit your appeal. You cannot view or change your answers after you submit your appeal.
8. Confirm submission of your appeal.

Results will be released according to the schedule set by the ST Office at OSA. Students can view results by logging into http://sts.up.edu.ph/ using their student number and PIN or UP Mail account.

**Terms and Conditions before applying for tuition discount**

The University reserves the right to determine whether the student deserves financial assistance, and the amount and form of assistance. The ST Office, in coordination with the Offices of Student Affairs (OSAs) and the Office of Scholarship and Student Services (OSSS), will organize a fact-finding team to check information submitted by the applicants. ST privileges may be withdrawn when a student withholds or gives false information, without prejudice to other penalties that may be imposed by the University.

All information supplied in the application will be kept secure and confidential. All information may be used by the University for research, with the assurance that personal details of the applicant will be kept secure.
STUDENT LOAN BOARD (SLB) APPLICATION PROCESS

UPPERCLASSMEN/CONTINUING STUDENTS

START

Settle your previous semester(s) loan prior to enrolment/registration

Secure receipt(s) at Window 3, Room 6, SFAD-OSA

Pay at OSA Paying Center or at the Cashier’s Office, G/F, CA Bldg. (Old Admin. Bldg.)

After settlement of account(s) secure a registration permit at Window 4, Room 6, SFAD-OSA

Go to your college, present registration permit for release of your UPLB Form 5 (Registration Form)

END

INCOMING FRESHMEN/NEW STUDENTS

START

Proceed to the Office of the University Registrar (OUR) for your UPLB Form 5 (Registration Form)

For those w/o OSAM/STS account kindly proceed to Room 7, COMMIT-OSA for creation of your account. For incoming freshmen and transferees present your copy of admission slip for verification

Continue with the enrolment/registration procedures

Applying for Student Loan (SLB)?

Yes

No

Proceed to any of the designated paying centres.

After payment, proceed to the Office of the University Registrar for stamping of UPLB Form 5 (Registration Form) and issuance of class card.

END
Download the OSA-SFAD Form 4a (Student Loan Application Form) by logging in to the OSA Management System at www.uplbosa.org using your OSAM, STS or System One account and clicking on “Student Loan Board.”

For students who live in far places from the University, they can download OSA-SFAD Form 4b (Co-debtor’s Certification) from the UPLB OSA website.

Completely fill out the application form. Key in the total assessed fees from Form 5 and Form 26 (if any).

If there is a change in the Socialized Tuition Percentage Discount, secure certification at Room 5, ST Office prior to re-assessment at the Registrar’s Office.

Print the SLB Application Form, the student and co-debtor must sign the form. If the student opted to use the Co-debtor’s Certification, it should be attached to the application form.

Proceed to Window 3, Room 6, Upper Floor, S.U. Bldg. for processing of your loan application and bring the following documents: OSA-SFAD Form 4a (Student Loan Application Form), OSA-SFAD Form 4b (Co-debtor’s Certification) (if the student opted to use it), original and 1 back to back photocopy of Co-debtor’s ID, Form 5, and Form 26 (if any).

Note: Valid co-debtor’s ID includes: driver’s license, SSS ID, GSIS ID, PhilHealth ID, current company/office ID, postal ID, BIR ID, Barangay ID, Voter’s ID, and valid passport.

Pay the 20% initial down payment at any of the following paying centres:
- Cashier’s Office (old admin. Bldg.) for CEAT, CPAf, and GS.
- Land Bank UPLB Branch for CA, CFNR, and CVM.
- CEM/ICOPED for CDC and CEM.
- Office of University Registrar (OUR) for CAS and CHE
- Office of the College Secretary of CAS, CEAT, CFNR, and GS.
- Office of Student Affairs (OSA)

After payment, proceed to the Office of the University Registrar for stamping of UPLB Form 5 (Registration Form) and issuance of class card.

END