

**UNIVERSITY OF THE PHILIPPINES
COLLEGE OF LAW**

**REGISTRATION PROCEDURE/CHECKLIST FOR
FIRST YEAR LAW STUDENTS
AY 2016-2017**

1. Notify the Office of the College Secretary (OCS) by accomplishing the REPLY SLIP together with the payment of reservation fee of P5,000.00 and P100.00 for the evaluation/admission fee at the Cashier's Office, PNB Bldg. on or before 25 April 2016. Official receipt to be presented.

2. Submit also to the OCS the hardcopies of the following on or before 20 June 2016:
 - a. Official Transcript of Records (OTR)
Acceptable OTR : with remarks of "Copy for University of the Philippines" only or no remarks.
Not acceptable OTR : with remarks "For Reference Only", "Not Valid for Transfer", "For Employment Purposes" etc.
 - b. Certificate of Graduation
 - c. Photocopy of PSA (formerly NSO)-issued Birth Certificate (original to be presented)
 - d. Photocopy of PSA-issued Marriage Contract (original to be presented) – for married women
 - e. 3 pcs. passport size colored photos
 - f. Accomplished Student Directory form (available from the OCS)

3. PHYSICAL EXAM:
Go to the U.P. Health Service, present your admission slip to the Records Officer for Physical Examination. The Health Service will then issue a Medical Clearance (GREEN SLIP) that you are fit to enroll. Submit the slip to the OCS. If you wish to have your Chest X-ray administered from any laboratory clinic, bring the X-ray film with the result (2 photocopies) and a 2x2 photo to the U.P. Health Service.

4. Secure your University Admission Slip from OCS from 4 July 2016 onwards. Determination of sections for the Diliman Day Program will be done by draw lots system or you may choose to take the BGC Day Program. You are not permitted

to enroll in the evening classes unless you present proof of your full-time employment status such as an employment contract or certification. If employed in the government, present a copy of your official appointment paper. First come first served for status in the Evening Program. (There will only be 2 sections for the Evening Program, 1 in Diliman Campus and 1 in BGC, Taguig Campus)

5. UPDATING CRS ACCOUNT:

In the admission slip, check your temporary account and password to enable you to update student profile and to enlist online. Check the website: <http://crs.upd.edu.ph> for more information.

6. SOCIALIZED TUITION SYSTEM (STS) APPLICATION:

Incoming Freshmen (student number beginning 2016) and Upperclassmen (students admitted to the university before 2016), please access the link <https://sts.up.edu.ph/> for information and application for the Socialized Tuition System in the 1st semester AY 2016-2017.

7. DURING REGISTRATION:

Print Form 5A from CRS website. Go to the OCS Registration Counter, Room 117, Malcolm Hall. Bring along the University Admission Slip and Form 5A with you.

8. Secure your U.P. Identification Card at the Registrar's Office. Have your I.D. card countersigned at the College of Law Library (Espiritu Hall).

9. Attend the College Orientation Program which will be scheduled after enrollment period. Business attire is required.

Please take note of the following important dates:

29 July 2016	:	Registration for Freshmen
08 August 2016	:	Start of Classes

10. Log-on to the UP Law Aptitude Examination Official Website
<http://lae.law.upd.edu.ph>. Accomplished Student Information Details online.