

**UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF LAW**

**REGISTRATION PROCEDURE/CHECKLIST FOR  
FIRST YEAR LAW STUDENTS  
AY 2017-2018**

1. Upload all the necessary scanned documentary requirements on your LAE account. Then submit to the Office of the College Secretary (OCS) the hardcopies of the following **on or before 13 June 2017**:
  - 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. Original copy of PSA (formerly NSO)-issued Birth Certificate
  - d. Original copy of PSA-issued Marriage Contract – for married women
  - e. 3 pcs. Identical passport size colored photos
  - f. Accomplished Student Directory form (available from the OCS)
  - g. Medical Certificate (Green Slip)

FOR PHYSICAL EXAM:

Go to the U.P. Health Service, present your valid IDs 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.

2. Secure your University Admission Slip from OCS from 07 July 2017 onwards and sign up for your block section. Determination of sections for the Diliman Day Program will be done by drawing lots 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 the Evening Program. (There will only be 2 sections for the Evening Program, 1 in Diliman Campus and 1 in BGC, Taguig Campus)

3. **UPDATING CRS ACCOUNT:**  
In the admission slip, check your temporary account and password to enable you to update student profile. Check the website: <http://crs.upd.edu.ph> for more information.
  
4. **SOCIALIZED TUITION SYSTEM (STS) APPLICATION:**  
Incoming Freshmen (student number beginning 2017) and Upperclassmen (students admitted to the university before 2017), please access the link <https://sts.up.edu.ph/> for information and application for the Socialized Tuition System in the 1st semester AY 2017-2018.
  
5. **DURING REGISTRATION ON JULY 31, 2017:**  
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.
  
6. Secure your U.P. Identification Card at the Office of the University Registrar (OUR). Have your I.D. card countersigned at the College of Law Library (Espiritu Hall).
  
7. Attend the College Orientation Program which will be scheduled after enrollment period. Business attire is required.

Please take note of the following important dates:

|                       |          |                                  |
|-----------------------|----------|----------------------------------|
| <b>31 JULY 2017</b>   | <b>:</b> | <b>REGISTRATION FOR FRESHMEN</b> |
| <b>07 AUGUST 2017</b> | <b>:</b> | <b>START OF CLASSES</b>          |