

# HOW TO PAY VIA



# GCash

**STEP 1: Open your GCASH app and go to  
BILLS**

**STEP 2: In Categories, go to SCHOOLS**

**STEP 3: Search for “UP Diliman” and select it**

**STEP 4: In the TRANSACTION TYPE, select your transaction;**

- 1. Tuition fee – Form 5**
- 2. Law Aptitude Exam**
- 3. True Copy of Grades/Cert.**
- 4. Application Fee**
- 5. Grad Fee/ Clearance**
- 6. Facilities Rental**
- 7. Staff Housing-Rental/Garbage/SBU**
- 8. Student Housing-Board**
- 9. Student Loan**
- 10. UPIS Fees**
- 11. Use of Grounds / Posting of Announcements**
- 12. UP Vehicle Sticker**

**STEP 5: Enter the REFERENCE NUMBER.**

**Use the PAYMENT SLIP NUMBER (CRS) or BILL/SOA Number from BULSA as REFERENCE CODE.**

SAMPLE OF PAYMENT SLIP generated in the  
“Settlement of Outstanding Transactions” module  
in your CRS account.

| UNIVERSITY OF THE PHILIPPINES<br>PAYMENT SLIP |         |               |  |
|---|---------|---------------|---|
| Payor:<br>Student No:                         |         |               | Reference No: 23000078  |
| Transaction Type                              | Details | Amount        |   |
| 1st Sem 22-23<br>Form 5                       | 6.0u    | 13,493.50     |   |
|   |         | Total Amount: | 13,493.50   |

SAMPLE OF BILL/SOA generated from BULSA Billing  
Module.



UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE UNIVERSITY REGISTRAR - REGISTRATION AND CLEARANCE SECTION

BILL FOR PAYMENT/SOA

Date: 2023-08-23

Payment Platform: GCash

Reference Number: 2023086585  
(Please indicate reference number in GCASH/Link.Biz Payment.)

Payor:

Purpose: None  
(Payment Description)

| Coverage Period | Transaction Type and Account   | Description | Amount |
|-----------------|--|-------------|--------|
| From N/A To N/A | Type:UNIVERSITY CLEARANCE FEE ; Account: 9774711-499-439 (TF) -- OUR | None        | 50.00  |

**TOTAL AMOUNT TO PAY: PhP 50.00**

Prepared By: