



APPLICATION OF RESIDENCE

PROCEDURES

See guidelines for doctoral programs-
Regular Period for Completion
(p. 8)

Student reads Residency Rules and updates Student Profile in CRS

Within the allowable residency?

NO

YES

Get approval from Program Adviser via email

(For subject line: use "Urgent + topic". Take a screenshot of the adviser's email and upload it (see next step))

Accomplish Residency sign-up sheet

(<http://bit.ly/ResidencySignUp>)

College enlists student in Residence

College reminds Program Adviser to do Online Post-advising in CRS

College assesses the amount to be paid by the student

Once CRS is "For Payment,"

Student generates payment slip using CRS account

(See Payment tab in Student Corner)

Student pays via online banking / direct bank payment / Landbank Linkbiz

See Payment tab in Student Corner for payment options, links, instructions

Student encodes payment details in CRS and uploads in Google Form

See Payment tab in Student Corner

Student waits until payment gets verified by the UP Cash Office

ENROLLED IN RESIDENCY