



How to Print your Form 5

Step 1: Go to your CRS account and check your Payment Status for the First Semester AY 2020-2021 in your home screen.

Step 2: If your status says “Registered”, go to your “Settlement of Outstanding Transaction” module.

Step 3: Click on the “Completed Transactions” tab.

The screenshot shows the crs.upd Student Homepage. The top navigation bar includes the university logo, the text 'crs.upd', and a 'Logout' button. The main content area is titled 'Student Homepage' and displays a table of student information for the 'First Semester AY 2020-2021'. The table has three columns: 'Payment status', 'Preenlistment Priority', and 'Registration Priority'. The 'Payment status' is 'Registered', which is circled in green and labeled with a '2'. The 'Preenlistment Priority' is 'Freshman' and the 'Registration Priority' is 'Freshman', both labeled with a '1'. The 'Settlement of Outstanding Transactions' link in the left sidebar is circled in black and labeled with a '3'. The 'Completed Transactions' link in the bottom left is also circled in black.

Midyear Term 2020		
Payment status	Not Enrolled	
First Semester AY 2020-2021		
Payment status	Registered	
Preenlistment Priority	Freshman	This priority status will be used for slots assignment during the Preenlistment batch run.
Registration Priority	Freshman	This priority status will appear on your Form 5A.
Academic eligibility	Eligible (View details in the Delinquencies tab below)	
Accountability status	Cleared (View details in the Delinquencies tab below)	
Deficiencies	No Deficiencies (View details in the Deficiencies tab below)	
Scholarship / STFAP / ST status	Universal Access to Quality Tertiary Education Act (Confirmed)	



How to Print your Form 5

Step 4: Choose First Semester and type “2020” in the AY box and click on the “Load Completed Transactions” button

Step 5: Click the “Print Form” on the right side of the screen.

The screenshot shows the 'Completed Transactions' tab in the UPSC system. The 'Choose AY & Semester' section has '2019' selected in the 'Midyear Term' dropdown and '2020' in the 'Semester' dropdown. The 'Load Completed Transactions' button is highlighted. Below, a table shows a transaction for 'Midyear 2020 Form 5' with a '4 Du' type and 'Assessed with R.A. No. 10531' details. A 'Print Form' button is visible on the right.

Transaction Type	Details	Action
Midyear 2020 Form 5	4 Du Assessed with R.A. No. 10531	Print Form

The sample Form 5 receipt is for a student named 'JANINE M. GARCIA' enrolled in 'BS IN ACCOUNTANCY' at the 'UNIVERSITY OF THE PHILIPPINES - DILIGAN CAMPUS'. The receipt lists various fees including Tuition, Laboratory, and Miscellaneous, totaling 7,400.00. It also includes a 'REGISTERED' stamp and a barcode.

DESCRIPTION	AMOUNT	TOTAL
Tuition	4,000.00	4,000.00
Laboratory	40.00	4,040.00
Miscellaneous	360.00	4,400.00
Books	100.00	4,500.00
Transportation	100.00	4,600.00
Medical and Dental	20.00	4,620.00
Insurance	10.00	4,630.00
Administrative Fee	10.00	4,640.00
Development	10.00	4,650.00
Other	0.00	4,650.00
Total Fees	7,400.00	7,400.00