



University of the Philippines  
OPEN UNIVERSITY  
College 4031 Laguna

UNIVERSITY CLEARANCE FORM FOR STUDENTS

Note: Graduation fee of P300.00 will be paid through the PNB credited to UPOU Revolving Fund account.

(PRINT IN BLOCK LETTERS)

NAME: \_\_\_\_\_  
(Family) (First) (Middle)

STUDENT NO.: \_\_\_\_\_ LEARNING CENTER: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ MAJOR: \_\_\_\_\_

First Enrollment: \_\_\_\_\_ Semester/Summer, 19 \_\_\_\_\_ -19 \_\_\_\_\_

Last Enrollment: \_\_\_\_\_ Semester/Summer, 19 \_\_\_\_\_ -19 \_\_\_\_\_

Reason for clearance: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Learning Center Coordinator  
\_\_\_\_\_  
Date

\_\_\_\_\_  
In-Charge, Library  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Dean  
\_\_\_\_\_  
Date

\_\_\_\_\_

Graduation fee paid under C.R. No. \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_  
Vice Chancellor for  
Finance and Administration  
\_\_\_\_\_  
Date

\_\_\_\_\_  
University Registrar  
\_\_\_\_\_  
Date

\_\_\_\_\_

Deposit fee (PHP 100.00):

- ( ) For refund
- ( ) For donation to UPOU Alumni Foundation Incorporated (UPOU AFI)

If I do not refund the deposit fee after one {1} semester upon approval of the clearance from the university, I am authorizing the UPOU to transfer the funds to the UPOU AFI.

\_\_\_\_\_  
Signature of Student  
\_\_\_\_\_  
Date

Important: Always retain one copy which you will present to the Office of the University Registrar each time you transact business requiring clearance (e.g. application for transcript, claim of diploma, etc.)



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