



UNIVERSITY OF THE PHILIPPINES MINDANAO
Office of the University Registrar



UPMin Form #13a Series 2018 Oct Version 2024

UNIVERSITY CLEARANCE & ASSENT FORM FOR STUDENTS

Print in CAPITAL letters

Student # _____
[Family Name] [First Name] [Middle Name]
Permanent Address _____
Telephone # _____ Cell # _____ Email _____
First Enrollment: Sem/Term _____ Year _____ Last Enrollment: Sem./Sum/Term _____ Year _____
Cross-registration, if any (UP unit or other school) _____ Semester & Year _____
Degree Program _____ Major _____ Reason(s) for Clearance _____
() For Graduated Students: I have completed the Graduate Exit Survey.

Student's Signature

Date Signed

=====For ALUMNI & GRADUATING STUDENTS Only: =====

MANUSCRIPT TITLE: _____

Graduation Fee: OR # & Date _____ [] Application for Graduation

I hereby certify that all information given in this form are true and correct.

I understand that for the UP System to carry out its mandate under the 1987 Constitution, the UP Charter, and other laws, that the University must necessarily process my personal and sensitive personal information.

Therefore, I grant my consent to and recognize the authority of the University to process my personal information pursuant to the abovementioned Privacy Notice and other applicable laws. (please mark a check on your preference):

- 1) [] **YES**, (e.g. Job offers, Alumni, Background Investigation and other organization/company)
2) [] **NO**, my information should not be given to any organization/company requesting for my data.

Student's Signature

Date Signed

=====FOR SIGNATURE: =====

1. _____ Director, ILC/LRC Date	2. _____ Head, IT Office Date
3. _____ Department Chair Date	4. _____ Director, OSA Date
5. _____ College Secretary Date	6. _____ University Librarian Date
7. _____ OASH Date	8. _____ University Registrar Date

() No Lacking Entrance Credentials

() No Financial Accountabilities

REQUIREMENTS FOR CLEARANCE:

- Submit this form to the Office of the University Registrar upon completion of signatures on Items # 1-7.
- Present Graduation Fee Official Receipt(s) upon submission of this Clearance form.

FOR: Alumni & Graduating Students:

- University Clearance Form (Available at the O.U.R.)
- Graduation Fee Payment

FOR: Applicants for Transfer

From UP Mindanao to Another UP Unit:

- Admission Notice/Letter from the accepting UP unit
- Permit to Transfer from current college
- Letter of Consent addressed to the University Registrar signed by the parent(s)/guardian and student (Applicable students below 18 years old).
- University Clearance Form (Available at the O.U.R.)
- College Clearance (Applicable to applicants for transfer to UP Diliman only).
- OTR fee for 2 sets (copies for OCS and OUR of accepting UP unit)
- Mailing stamps (2 sets for Speed Mail)

From UP Mindanao to Another College /University:

- Letter of Consent addressed to the University Registrar signed by the parent(s)/guardian and student (Applicable students below 18 years old).
- University Clearance Form (Available at the O.U.R.)
- Fees for HD and OTR of 2 sets (copies for student and the accepting UP Unit)
- Mailing stamps (1 set for Speed Mail)