



## STUDENT RECORDS OFFICE

### Office of the College Secretary

College of Social Work and Community Development

University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

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## RESIDENCE ENROLLMENT APPLICATION

*Enlistment for Residence can be done from the registration period or even during the regular class period.*

### **STEPS:**

1. Student secures consent and approval from their Program Adviser or Department Chair of their intention to be on Residence
2. Student sent their approved request for residence enrollment to SRO via email at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) (*Please indicate if Residence “with” or “without library fee”*)
3. SRO enlists student for residence and informs the Department Chair’s for post advising
4. Once post advised, student will proceed for assessment. Student names will be queued in SRO’s CRS Automated Assessment Module
  - a. SRO assesses student for regular assessment  
(*ST No Discount, Qualified Free Tuition – for Undergraduate Students only*)
  - b. OUR assesses students availing privilege [click link for OUR special assessment form](#)  
(*Special assessment for UP Faculty, UP Employee, Dependent of UP Employees, Foreign Students, etc.*)
  - c. STO assesses students with ST scholarship
5. Student monitors status through their CRS account. For payment, go to CRS “Settlement of Outstanding Transaction” module for the payment slip  
(*Please see/follow REMINDER note from the generated payment slip for UPD Cash Office validation of payment*)

***Instructions and the processes of enrollment is still the same as the last semester or until further advise from the OUR.***

Note: If you are ***graduating this semester***, please file an [Application for Graduation \(click Form\)](#) at SRO via email immediately after the settlement of your matriculation. There is scheduled ***DEADLINE*** (please see post/announcements)

***Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:***

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

***Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)***

For your guidance.

Thank you  
-SRO, CSWCD-