



**University of the Philippines  
<Constituent University>  
Request to Cross-Register**

**Student No.:** \_\_\_\_\_ **Name:** \_\_\_\_\_

*Last Name*

*First Name*

*Middle Initial*

**Degree Program:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Type of cross-registration<sup>1</sup>:**     Local                       International  
 Student Exchange     Others

I would like to request permission to cross-register at	_____	_____	_____
	<i>1st school of choice</i>	<i>2nd school of choice</i>	<i>3rd school of choice</i>
for the (term) _____ Academic Year _____	for the following reason/s: _____		
_____			

**Number of units remaining in the degree program:** \_\_\_\_\_  
**Number of semesters remaining under the Free Tuition Law:** \_\_\_\_\_

**Scholastic standing:** \_\_\_\_\_

**Attested:** \_\_\_\_\_  
*College Secretary*

**Certified:** \_\_\_\_\_  
*Adviser*

Courses Requested <sup>4</sup>	Units	To be credited as elective? (Y/N)	To be credited as a substitute to a course? If yes, indicate the course number.	Units	Adviser's signature <sup>2</sup> and remarks, if any

**Home Unit Approval:**  
 \_\_\_\_\_  
*College Secretary*

**Host Unit Approval<sup>3 5</sup>**  
 \_\_\_\_\_  
*Department Chair/Institute Director/Program Director*

\_\_\_\_\_  
*Dean*

\_\_\_\_\_  
*College Secretary*

\_\_\_\_\_  
*Registrar/Vice Chancellor for Academic Affairs*

\_\_\_\_\_  
*Registrar*

**FOR CROSS-REGISTRATION OUTSIDE OF UP SYSTEM:**

\_\_\_\_\_  
*Home Unit Vice Chancellor for Academic Affairs*

\_\_\_\_\_  
*Home Unit Chancellor<sup>6</sup>*

[1] Attach applicable requirements:

Medical Certificate (for health reasons)

Acceptance letter from the host university (for student exchange).

[2] Adviser's signature here means that the courses will be credited in the student's degree program.

[3] Have the Host Unit Registrar accomplish this page and submit to the Home Unit (hard copy or email).

[4] For student exchange: If applicable, submit updated form duly approved by the adviser, one (1) week after start of classes at the host University.

[5] For student exchange, host unit approval is not applicable

[6] Only applicable for student exchange (e.g., through the MOVE UP student mobility program)

### ACKNOWLEDGEMENT

#### THE UNIVERSITY REGISTRAR

\_\_\_\_\_  
*Home Unit*

This is to certify that \_\_\_\_\_ has been admitted as cross-enrollee this \_\_\_\_\_

*Semester/Term*

Academic Year \_\_\_\_\_ for \_\_\_\_\_ units/credits at the \_\_\_\_\_

of

\_\_\_\_\_  
*Academic Unit*

\_\_\_\_\_  
*University*

\_\_\_\_\_  
*Signature over printed name  
University Registrar - Home Unit*