



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@up.edu.ph

24 September 2013

MEMORANDUM ECA NO. 13 - 34

TO: ALL COLLEGE SECRETARIES & SREs (Graduate & Undergraduate Levels)

FROM:  EVANGELINE C. AMOR, Ph.D.
University Registrar

RE: SUBMISSION OF A MEDICAL CERTIFICATE FROM THE UP HEALTH SERVICE

Please be informed that effective Second Semester AY 2013-2014, and in compliance with the University rule (page 6, Academic Requirements , General Catalogue), students admitted in the following categories listed below will have to submit to the OUR their **medical certificates** from the UP Health Service together with the other requirements before being issued a University Admission Slip .

We would like to reiterate the policy on the submission of a Medical Certificate as a requirement for admission: “ **NO MEDICAL CERTIFICATE, NO UNIVERSITY ADMISSION SLIP.**”

Colleges should issue two (2) copies of their College Admission Slip, one (1) addressed to the UP Health Service as proof that the student is considered admitted to their program and another copy for the OUR for the issuance of a University Admission Slip if the student has already complied with the submission of a medical certificate.

Kindly give clear instructions to your students to avoid confusion and their going back and forth between the different offices in completing the admission process.

Below is a list of categories of students who are supposed to submit their medical certificates from the UP Infirmary to the OUR:

1. New graduate students from UP Diliman , From other UP Units outside Diliman, and from other Schools/Universities
2. New transfer from other Schools/ Universities



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3. Transferees from other UP Units outside Diliman
4. Old Returning Students from AWOL/LOA (IF on leave for 1 year & more)
5. Graduates of UP enrolling for Second Degree (e.g. Juris Doctor)
6. Graduates of other Universities enrolling for Second Degree
7. Non-Degree Graduate Students enrolling in graduate courses
8. Non-degree students enrolling in undergraduate subjects (under OUR)
9. Special Students without credit
10. Cross-Registrants from other schools/universities (local/foreign schools)
11. Cross-Registrants from UP Units outside Diliman
12. Cross-Registrants (Exchange Students –with MOA)
13. UP Extension Program in Olongapo

For strict compliance.

Thank you.