



COLLEGE OF SCIENCE
University of the Philippines
 Diliman, Quezon City 1101
 Philippines



ADMAPA Form 15 (Revised 03-2018)

Instructions : After filling up, please submit this form to the Graduate Office prior to enrollment .

REQUEST FOR EXTENSION OF MAXIMUM RESIDENCY RULE (MRR) *
College Level **

Date : _____

DR. PERRY S. ONG
 Dean, College of Science
 U.P. Diliman

Thru Channels :

Dear Dean Ong,

This is to request for an extension of the maximum residency rule (MRR) to my current program.
 (to be filled in by Student)

Initial Enrollment ____ Semester / Midyear Academic year ____ - _____		MRR ____ Semester / ____ Midyear Academic Year _____		(Check the appropriate box)				
				1st Extension	2nd Extension	3rd Extension	4th Extension	5 th and Final Extension
With _____ units of Additional course work		Without additional course work		up to _____ Semester / Midyear Academic Year _____ - _____				

Details of Extension of Residence

Penalty Subject/s	Grade/s	Unit/s	Semester and Year Taken

State your reason below for not completing on time

Planned Activities/Time Table/Gantt Chart

Very truly yours,

 Signature Over Printed Name

 Degree Program

 Student Number

Endorsed by :

Recommending Approval :

 Program Adviser

 Director / Program Coordinator

Recommending Approval :

APPROVED :

IAN KENDRICH C. FONTANILLA, Ph.D.
 Associate Dean for Mentoring Academic Progress and Advancement

PERRY S. ONG, Ph.D.
 Dean

* REMINDER : Request for MRR is every Academic Year; 3 units of penalty subject should be enrolled within two (2) years. If the student is due to graduate within the first semester of the MRR period, said student should enroll the penalty subject during that semester (based on the CS Guidelines; refer to the following website www.science.upd.edu.ph)

** True Copy of Grades (TCG) to be requested at the Graduate Office and on a separate sheet of paper.