

INSTRUCTIONS TO DORMITORY APPLICANTS WITH CONFIRMED SLOTS

1. Download a copy of the following Residence hall Forms (RSU Forms):
 - a. Residence Hall Contract (1 page)
 - b. Parents Instruction Sheet (1 page)
 - c. Appliance Declaration Form, (1 page)
 - d. Basic House Rules and Regulations (5 pages)

2. Fill up completely the RSU forms and affix your signature with your parents/guardian.

3. Submit on or before July 29, 2018 (Sunday) (check-in date) the following :
 - a. All accomplished RSU forms
 - b. Official Receipt (OR) of dorm payments
 - c. Photocopy of UP Form 5 (if already enrolled)

4. Suggested items to bring :
 - a. Bed sheets, blankets and pillow (at least 2 sets)
 - b. First aid kit/medicines
 - c. Pail, small basin and dipper
 - d. Hangers, laundry bag/basket
 - e. Toiletries
 - f. Emergency light/flashlight
 - g. Cup, saucer, spoon, fork, drinking glass, plate ,plastic food keepers

5. Upon check-in ,please do the following :
 - a. Sign at the logbook
 - b. Register all electrical appliances
 - c. Check your room assignment
 - d. Fill- up and sign the Resident Directory
 - e. Get your room key (for Balay Kanlaon only)