



UNIVERSITY OF THE PHILIPPINES VISAYAS  
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## OFFICE OF THE UNIVERSITY REGISTRAR

### **Cross Registrants or *Exchange Students with MOA***

*(Cross-Registrant applies directly at the respective colleges of UPV; Exchange Students with MOA with UPV sends application &/or recommendation from school at the Office of the University Registrar through the Assistant to the Vice Chancellor for Academic Affairs.)*

Cross-registrants are students of other UP units or other institutions who enroll in a college/school of UP Visayas with credits.

A student registered in another collegiate institution and who wishes to cross-register in UPV must present a written permit from his Dean, Director, or Registrar. The permit shall state the total number of units for which the student may be registered and the subjects that he is authorized to take in the University. His photograph with his signature at the back and signed across by his Dean, Director, or Registrar must be attached to the permit.

#### **ADMISSION REQUIREMENTS FOR STUDENTS APPLYING FOR CROSS-REGISTRATION IN U.P. VISAYAS**

1. U.P. Form 3.1 or 3.2/ application letter/ recommendation letter addressed to: The University Registrar, U.P. Visayas, Miagao, Iloilo, Philippines
2. Application fee of P100.00 (*for local applicants*) & \$20 (*for foreign students except for Exchange Students with MOA*)
3. Permit to cross-enroll from the Dean or authorized official of the College/University\*
4. Student Directory Form
5. Two passport size or 2"x2" photos
6. Medical Certificate
7. NSO Marriage Certificate, for married female applicant (*for local and foreign students*)
8. NSO Birth Certificate (*for local students*) or its equivalent (*for foreign students*)
9. Valid passport, the pages showing the name, number, picture, date & place of birth, date & place of issuance, visa & authorized stay (*present the original & submit a photocopy*)
10. Special Study Permit from the Bureau of Immigration
11. Personal History Statement

} *For foreign applicants only*

*\* to be submitted to the host College of UPV (through channels). The host college will recommend the applicant for approval of the University Registrar.*