

CHANGE/ADD MATRICULATION

All transfers to other classes shall be made only for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after one week of regular class meetings has been held. Changes in matriculation shall be effected by filling up [UP Form 26](#) and must be recommended by the adviser and approved by the Dean [The Change of Matriculation form is included in the delegated authority for the College Secretary to sign on behalf of the Dean per Memo No. FN 90-68 dated 08 August 1990]

The change of matriculation fee is P10.00 per course. [As approved at the 966th BOR meeting, 29 March 1984].

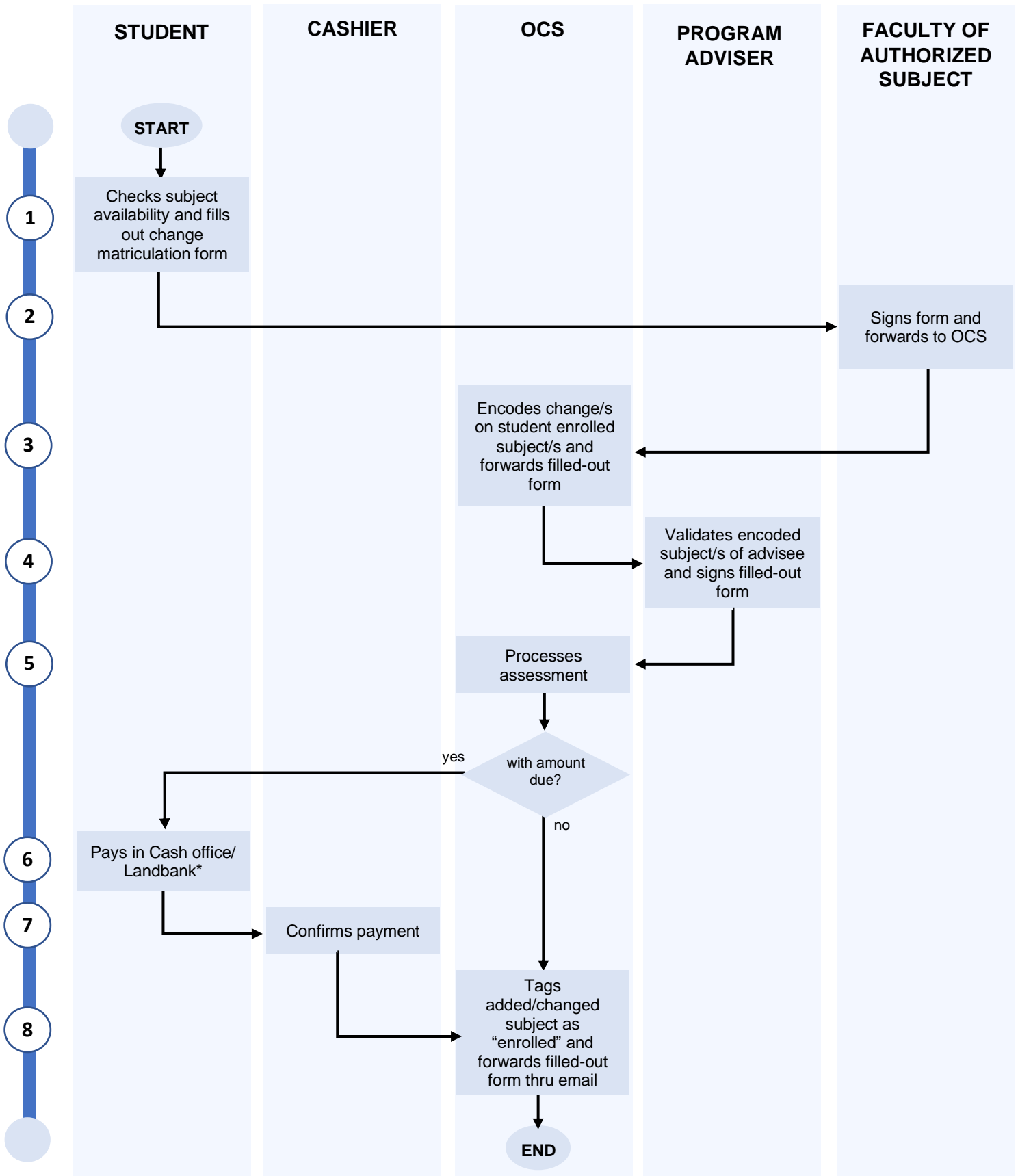
NOTES:

Valid reasons for change of matriculation include:

- 1. Dissolved subjects. In this case, students need not pay the matriculation fee.*
- 2. Conflict of schedule*



Change/Add Matriculation



* Please refer to the payment process through Landbank from the Cash Office

**UNIVERSITY OF THE PHILIPPINES VISAYAS
Change/Addition of Matriculation**

Student Number: _____ E-mail: _____ Contact Number: _____
Name: _____ College/School: _____ Degree Program: _____

Subject Cancelled: _____ Credits: _____
Subject Authorized: _____ Credits: _____ Instructor's Signature: _____

Remarks: _____ Fees Charged: _____ O.R. #: _____ Date: _____

Approved: _____ Date: _____ _____ Date: _____
Program Adviser For the Dean

Student's Copy

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Change/Addition of Matriculation**

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Name: _____ College/School: _____ Degree Program: _____

Subject Cancelled: _____ Credits: _____
Subject Authorized: _____ Credits: _____ Instructor's Signature: _____

Remarks: _____ Fees Charged: _____ O.R. #: _____ Date: _____

Approved: _____ Date: _____ _____ Date: _____
Program Adviser For the Dean

College Secretary's Copy

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Change/Addition of Matriculation**

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Subject Authorized: _____ Credits: _____ Instructor's Signature: _____

Remarks: _____ Fees Charged: _____ O.R. #: _____ Date: _____

Approved: _____ Date: _____ _____ Date: _____
Program Adviser For the Dean

Department's Copy

**UNIVERSITY OF THE PHILIPPINES VISAYAS
Change/Addition of Matriculation**

Student Number: _____ E-mail: _____ Contact Number: _____
Name: _____ College/School: _____ Degree Program: _____

Subject Cancelled: _____ Credits: _____
Subject Authorized: _____ Credits: _____ Instructor's Signature: _____

Remarks: _____ Fees Charged: _____ O.R. #: _____ Date: _____

Approved: _____ Date: _____ _____ Date: _____
Program Adviser For the Dean

Registrar's Copy