



**University of the Philippines
Visayas
Request to Cross-Register**

Student No.: _____ **Name:** _____
Last Name First Name Middle Initial

Degree Program: _____ **Year Level:** _____

Signature: _____ **Type of cross-registration¹:** Local International
 Student Exchange Others

I would like to request permission to cross-register at _____
1st school of choice 2nd school of choice 3rd school of choice
 for the (term) _____ Academic Year _____ for the following reason/s: _____

Number of units remaining in the degree program: _____ **Scholastic standing:** _____
Number of semesters remaining under the Free Tuition Law: _____

Attested: _____ **Certified:** _____
College Secretary Adviser

Courses Requested ⁴	Units	To be credited as elective? (Y/N)	Adviser's signature ² and remarks, if any

I have read the University of the Philippines' Privacy Notice for Students.
I grant my consent and recognize the authority of the University of the Philippines to process my personal and sensitive personal information, pursuant to the abovementioned Privacy Notice and applicable laws in connection with my application to shift/ transfer/ be admitted as a student of UP Visayas.
I likewise consent and recognize UP's authority to post online and/or in UP bulletin boards at its option my name and program in the event I qualify for admission in order for the University to comply with its Charter and uphold the principle of transparency in the

Signature over Printed Name

Date: _____

Signature of Parent/Guardian over printed name if applicant is a minor

Date: _____

- [1] Attach applicable requirements:
 Medical Certificate (for health reasons)
 Acceptance letter from the host university (for student exchange).
- [2] Adviser's signature here means that the courses will be credited in the student's degree program.
- [3] Have the Host Unit Registrar accomplish this page and submit to the Home Unit (hard copy or email).
- [4] For student exchange: If applicable, submit updated form duly approved by the adviser, one (1) week after start of classes at the host University.
- [5] For student exchange, host unit approval is not applicable
- [6] Only applicable for student exchange (e.g., through the MOVE UP student mobility program)

Home Unit Approval:

Host Unit Approval^{3 5}

College Secretary

Department Chair/Institute Director/Program Director

Dean

College Secretary

*Registrar/Vice Chancellor for
Academic Affairs*

Registrar

FOR CROSS-REGISTRATION OUTSIDE OF UP SYSTEM:

Home Unit Vice Chancellor for Academic Affairs

Home Unit Chancellor⁶

ACKNOWLEDGEMENT

THE UNIVERSITY REGISTRAR

Home Unit

This is to certify that _____ has been admitted as cross-enrollee this _____

Academic Year _____ for _____ units/credits at the _____

Academic Unit

University

*Signature over printed name
University Registrar - Home Unit*