

University of the Philippines Visayas
OFFICE OF STUDENT AFFAIRS
 Miagao, Iloilo

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APPLICATION FOR ADMISSION TO UPV DORMITORIES
(INCOMING FIRST YEAR STUDENTS)
 First Semester, Academic Year 2022-2023

(To be filled-up by the Dormitory Manager):

Applicant No.

Date received:

Received by:

A. Applicant's Information			
Name of Applicant	(Family Name)	(Given Name)	(Middle Name)
Student Number			
Course / Degree Program	Year Level		
Birthday (mm/dd/yyyy)	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Permanent Address			
Mailing Address			
Landline Number	Mobile Number		
Email Address			
B. Family/Household Information			
Name of Father	(Family Name)	(Given Name)	(Middle Name)
Address			
Occupation			
Agency / Company			
Landline Number	Mobile Number		
Name of Mother	(Family Name)	(Given Name)	(Middle Name)
Address			
Occupation			
Agency / Company			
Landline Number	Mobile Number		
Who among the following family members are co-residing with you?			
<input type="checkbox"/> Father / Stepfather	<input type="checkbox"/> Brothers / Stepbrothers,	No.: _____	
<input type="checkbox"/> Mother / Stepmother	<input type="checkbox"/> Sister / Stepsisters,	No.: _____	
<input type="checkbox"/> Legal Guardian	<input type="checkbox"/> Others,	No.: _____	
Total members of your family co-residing with you: _____			
C. Guardian's Information			
<i>Note: The designated guardian shall be able to come within one hour upon notice especially in emergency cases. The name of the legal guardian must be the same with the one submitted to the Health Services Unit (HSU) and the Office of the University Registrar</i>			
Name of designated guardian while studying at UPV	(Family Name)	(Given Name)	(Middle Name)
Relation with the student-applicant			
Address of Designated Guardian			
Landline Number	Mobile Number		
D. Financial Assistance and Scholarships			
1. Who contribute/s in meeting the family expenses?			
<input type="checkbox"/> Parents	Annual Gross Income of Father:	Php	_____
	Annual Gross Income of Mother:	Php	_____
<input type="checkbox"/> Siblings	Amount they contribute annually:	Php	_____
<input type="checkbox"/> Relatives	Amount they contribute annually:	Php	_____
<input type="checkbox"/> Self	Amount	Php	_____
<input type="checkbox"/> Scholarship/sponsor, please specify:	How much do you receive as support annually?	Php	_____
<input type="checkbox"/> Others, please specify:	How much do you receive as support annually?	Php	_____
2. What are the sources of income of your household? (select all that apply)			
<input type="checkbox"/> Salary or wages	<input type="checkbox"/> Real Estate Rental	<input type="checkbox"/> Pensions	<input type="checkbox"/> Others
<input type="checkbox"/> Business	<input type="checkbox"/> Remittances from abroad	<input type="checkbox"/> Farm/haciendas/fishponds	
E. Internet Connectivity			
Do you have access to an internet connectivity at home? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Prepaid: Amount (Php/month)		<input type="checkbox"/> Postpaid subscription: Amount (Php/month)	
F. Others			
Are you a Person with Disability (PWD)? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please submit scanned PWD ID or medical certification			

G. Certification and Consent

This consent enables the Residential Services Unit (RSU) to comply with R.A. 10173, otherwise known as the Data Privacy Act of 2012. (Put a check mark on the chosen responses).

I am giving consent to the processing of my personal and sensitive personal information contained in this form and in documents submitted for my dormitory application to enable the University of the Philippines Visayas to:

- a) *verify my identity, prevent fraud, process my application, and determine whether I am qualified to avail of its residential services;* Yes No
- b) *conduct research using non identifiable information in order to study the effectiveness of the University's student services and assess how to improve the systems for the selection and accommodation of students in the University dormitories.* Yes No

I certify that the information provided in this form is true and correct. I understand that any misinformation and/or withholding of information will automatically disqualify my application.

Signature over printed name of the applicant	Date

Please attach applicable requirements:

- UPCA Notice (*photocopy*)
If UPCA Notice is not available, please request for a certification from the Office of the University Registrar of your admission/ acceptance to a degree program in UPV, or present any proof of acceptance of a degree program from the Office of Admissions, whichever is available
 - Certificate of Good Moral Character
 - Colored 2 x 2 ID picture (*scanned copy for online submission; hard copy for walk-in applicants*)
 - One (1) long, cream folder with fastener (*for walk-in applicants; For qualified applicants, to be submitted upon check-in*)
 - Proof of Vaccination (*Vaccination cards or DOH VaxCert*)
 - Duly filled-out and notarized Certification of Guardianship Form (*for qualified applicants to be submitted upon check-in*)
- Submit the following whichever is applicable:
- 2021 Income Tax Return of parents (*photocopy*)
 - 2021 or latest Contract of Service for OFW parents (*photocopy*)
 - Affidavit/ Barangay Certification indicating the work and estimated Annual Gross Income of parents and other household members for the previous year for those without ITRs or are exempted from filing an ITR

REMINDERS:

- 1) *Only applications with complete requirements and submitted on the prescribed cut-off date shall be processed. Applicants who are dependents of UPV and those covered with MOA which binds UPV to provide accommodation shall be given a priority slot only for the First Semester or Second Semester but should comply with the application requirements and process (application form, interview, etc.). However, just like the other residents, eligibility for accommodation for the succeeding semesters shall be subject to the retention policy of the Dormitory.*
- 2) *Take note that cooking, laundry, and ironing are prohibited in the dormitories. Tricycle fare (current student rate) within the UPV Miagao campus is Php15.00 per person, for five (5) passengers per trip.*