



APPLICATION OF RESIDENCE

PROCEDURES

Update Student Profile in CRS



Get Program adviser's approval via email of Residence Enrollment
(Take a screenshot of the adviser's email and upload it (see next step))



Accomplish Residency sign-up sheet
(<http://bit.ly/ResidencySignUp>)



College enlists student in Residence



College informs Program adviser to do Online post-advising



College assesses the amount to be paid by the student



Student generates own payment slip using CRS account
(See Payment tab in Student Corner)



Pay via online banking / direct bank payment / Landbank Linkbiz
See Payment tab in Student Corner



Student encodes payment details in CRS
See Payment tab in Student Corner



Wait until payment gets verified by the UP Cash Office



ENROLLED IN RESIDENCY