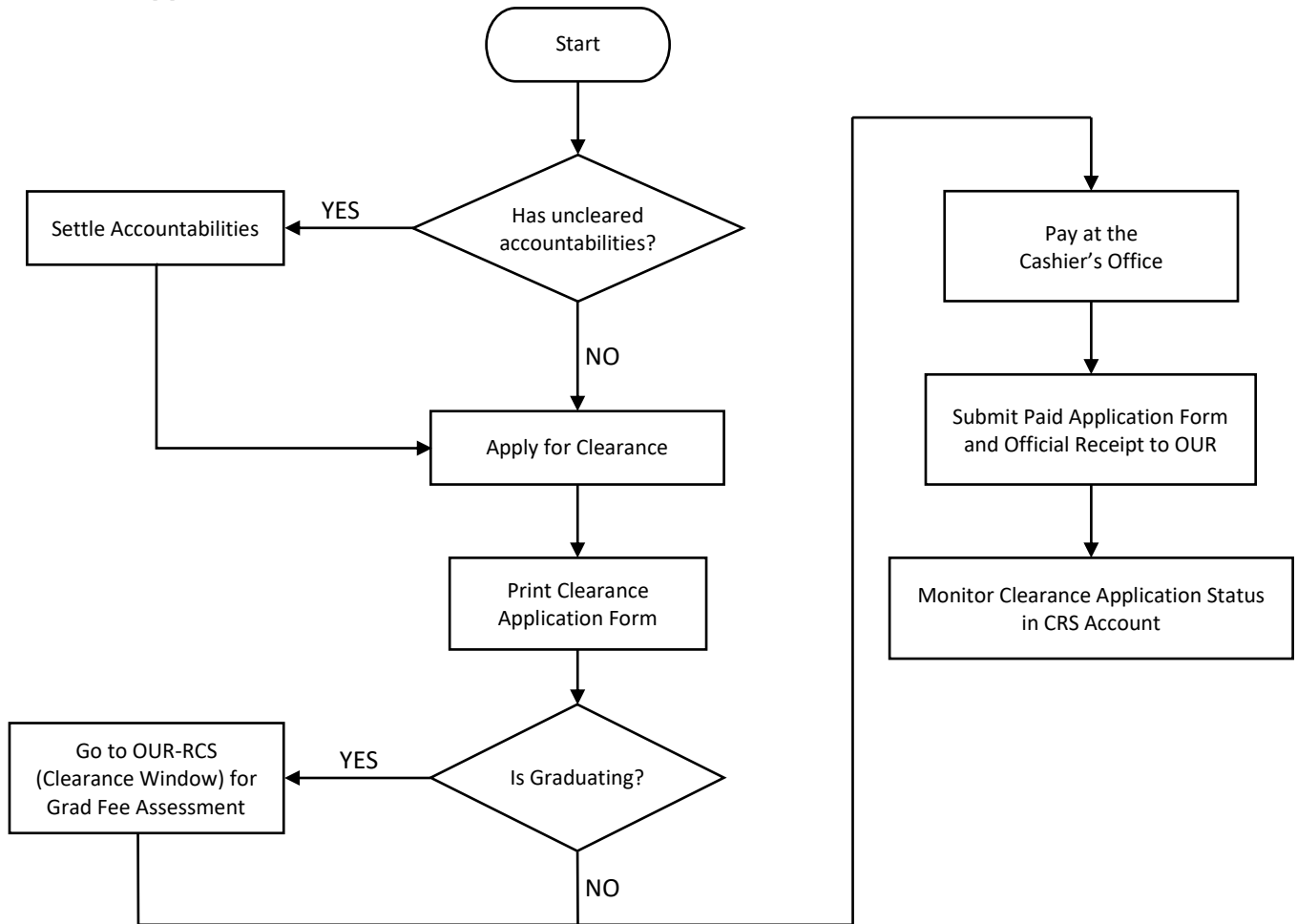


Online University Clearance Application

Clearance Application Process



1. **Settle Accountabilities.** If a student has accountabilities, he/she should go to the concerned offices to settle them. **Students who have waived accountabilities are not eligible to apply for Clearance.**
2. **Apply For Clearance.** The student can apply for clearance using the University Clearance module accessible through his/her CRS account. Upon application, the student needs to specify his/her purpose/s for application.
3. **Print Clearance Application Form.** Upon submission, the student should print his/her Clearance Application Form.
4. **Grad Fee Assessment.** If the student is graduating, he/she should proceed to the OUR Registration and Clearance Section (RCS) for Grad Fee Assessment.
5. **Pay at the Cashier's Office.** The student then goes to the Cashier's Office to pay for the clearance certification fee (currently ₱30.00). If applicable, he/she should also pay for the graduation fee.
6. **Submit Paid Application Form and Official Receipt to the OUR.** Once the student has paid, he/she then proceeds to the OUR-RCS (Clearance Window) to submit the paid application form and official receipt.
7. **Monitor Clearance Status.** The student can monitor his/her clearance status on his/her CRS account.

Clearance Application Mechanics

- The following students cannot apply for Clearance:
 - **Students with unpaid matriculation for classes enlisted**, either obtained through the Batch Run or E-prerog. Students must either pay or cancel these enlistments before applying.
 - **Students with unfinished Change of Matriculation (COM) applications**. Students must either finish or cancel their ongoing COM applications before they can apply for Clearance.
 - **Students with unpaid dropping applications**. Unpaid drops must either be paid or cancelled before they can proceed with Clearance.
 - **Students with unpaid Residency applications**. Ongoing Residency applications must either be paid or cancelled before applying for Clearance.
 - **Students who have accountabilities**. They must first settle their accountabilities before applying for Clearance.
 - **Students who are currently enrolled with an ongoing LOA application**. They must have their applications approved before they can apply.
 - **Students who are currently enrolled while the class period has not yet officially ended**. It is advised for them to wait for the end of the class period before applying for Clearance.
- For students with no previously conferred degree(s) who are currently enrolled and are applying for clearance for the purpose of acquiring their Official Transcript of Records, they may proceed directly to the Transcript Section to begin their transcript applications.
- Students with at least one conferred degree needs to be cleared before applying for Transcript.
- A student who incurs an accountability after a certificate of clearance has been issued will have to settle said accountability and re-apply.
- Applications that have not been submitted physically to the OUR-RCS (Clearance Window) will expire 6 months after the date of online submission. Should the student re-apply, the student may present the receipt made with the previous application.
- The processing of clearance applications officially starts once the student submits his/her paid application form at the OUR-RCS (Clearance Window).

Notes

- If the student doesn't have a CRS account, he/she may proceed to the OUR-RCS (Clearance Window) for clearance application.
- If you find any inconsistencies with the enrollment details printed on the application form, please contact OUR-RCS for appropriate action.
- Normally, clearance is released a week after BOR approval of graduation but during peak periods (March-July and December-January), processing takes longer because of the volume of requests.