



COLLEGE OF ARTS AND SCIENCES
University of the Philippines Los Baños

COLLEGE CLEARANCE FORM FOR STUDENTS

Name (Last, First, Middle Name): _____

Student Number: _____ Degree: _____

College Address: _____

UP e-mail address: _____ Mobile Number: _____

Reason for Clearance:

☐ Graduating

☐ 1st Semester ☐ 2nd Semester ☐ Midyear, _____

☐ Shifting/Transferring to (please specify College/University): _____

☐ Certificate/Transcript of Records

☐ Others (please specify): _____

The above-named student is cleared from all academic obligations from the undersigned. If the said student has a thesis, the undersigned certifies that s/he has submitted a hard copy of the thesis manuscript (with a labeled CD) to the Office of the College Secretary.

Academic/Major Adviser:

Complete Name and Signature

Date

THE UNDERSIGNED CERTIFIES THAT THE ABOVE-NAMED STUDENT HAS NO ACCOUNTABILITY WITH THE FOLLOWING CAS UNITS: Institute of Biological Sciences, Institute of Chemistry, Institute of Computer Science, Institute of Mathematical Sciences and Physics, Institute of Statistics, Department of Humanities, Department of Social Sciences, Department of Human Kinetics, and CAS - Office of the College Secretary.

JAMES ROLDAN S. REYES
College Secretary

Date

NOTE: For Graduating Students - Please pay your **graduation fee** online. CAS-OCS will start processing your clearance once you have submitted this form and your payment has been verified in our database. Regarding the processing of online payment, please see the following page for the step-by-step procedure.



Online Payment of Graduation Fee thru Link.biz Portal

1. Visit the Landbank Link.BizPortal
<https://www.lbp-eservices.com/egps/portal/index.jsp>
2. Click the "**PAY NOW**" button.
3. Then in **Select Merchant**, search for **University of the Philippines Los Baños**.
4. Click "**Continue**".
5. Select **Transaction Type**.
6. In a drop down list select: **Graduation Fee** and the desired Payment Option (Cash or Landbank/ATM)
7. Supply the necessary details required for the transactions:
In field "**Amount**", enter the amount: **300.00**
In field "**Reference No.**", enter the account number: **9310800**
Review details before finalizing your transaction.
8. Click "**Submit**" and wait for further instructions
9. Fill out the form at tinyurl.com/CAS-OCSPayment for the CAS-OCS to process your clearance. In the form, you will be asked to upload the electronic copy of the receipt/proof of payment.