

Guidelines on the Online Dormitory Application for AY 2018-2019

1. Who can apply for a residence hall slot?

The 2010 General Guidelines on Accommodation in UP Diliman Residence Hall states that residence hall accommodations are exclusively for bona fide students of the University of the Philippines Diliman.

2. What are the requirements to be admitted in the residence hall?

The 2010 General Guidelines on Accommodation in UP Diliman Residence Hall states that to qualify for residence hall, applicants must meet the following requirements:

- a. Good scholastic standing as defined by the University. A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of "3" or higher in at least 75% of the total number of academic units in which s/he is registered. (Faculty Manual, December 2003)*
- b. Academic load of at least 15 units for undergraduate and 6 units for graduate students.*
- c. For readmission*
 - Good behavior in the residence hall defined as having no violation of the norms of conduct prescribed in residence halls.*

3. How do I apply for a residence hall slot?

*Application for a residence hall slot is online through ---
<http://www.dormapplication.upd.edu.ph>.*

Applicants are required to submit requirements in order for their application to be considered. Not all applicants can be accommodated in the residence halls.

*Office of Student Housing
Acacia Residence Hall
University of the Philippines Diliman
Quezon City, 1101*

4. What do I need to access the online application?

- a. For New students (Freshman, Transferees or Cross-Enrollees)*
 - i. Use the CRS account found in your admission slip.*
- b. For currently enrolled students, log-in using your student number and wait for the system to initialize your access to the dormitory application site. Once initialized, you will be asked to log-in again.*

5. How are applicants assessed?

Based on the 2010 General Guidelines on Accommodation in UP Diliman Residence Hall, the criteria are as follows:

Criteria	Weight	Point Scale	
Place of origin	45%	Visayas and Mindanao	45 points
		Region 1, 2, 3, 4, and 5	40
		Rizal and Bulacan	35
		Metro Manila	30
ST System Bracket	55%	Bracket A (Over 1,300,000.00)	35 points
		Bracket B (650,000 to 1,300,000.00)	40
		Bracket C (325,001.00 to 650,000.00)	45
		Bracket D (135,001.00 to 325,000.00)	50
		Brackets E1 and E2 (135,000 and below)	55

In case of a tie, the income will be the basis for breaking the tie. In case of a further tie, the General Weighted Average (GWA) shall be used as basis for breaking the tie.

Applicants will be ranked according to their total points and their residence hall preference. There are only a limited number of slots available so not all applicants can be accommodated.

6. What proof of income can I submit?

Status	Forms to Submit
1. <u>BOTH</u> parents are working	2017 Income Tax Return of BOTH parents if filing separately; <u>OR</u> certificate of employment of BOTH parents with income
2. <u>BOTH</u> parents are engaged in a business or <u>ONE</u> is handling a business while the other is not employed	2017 Income Tax Return of business and/or affidavit of no work for the other parent
3. <u>BOTH</u> parents are self-employed	2017 Income Tax Return of BOTH parents <u>OR</u> affidavit of self-employment of BOTH parents with amount of income stated
4. <u>ONE</u> parent is working, while the <u>OTHER IS NOT</u>	2017 ITR <u>OR</u> certification of employment of the parent working with stated income <u>AND</u> affidavit** of no work for the other parent <u>OR</u> Certificate of Tax Exemption from BIR
5. <u>SINGLE-PARENT</u>	2017 ITR of parent <u>AND</u> affidavit or single parent ID

6. <u>BOTH</u> parents are working <u>ABROAD</u>	Certification of work with income <u>OR</u> copy of the contract, should be issued within the last six months
7. <u>RECEIVING SUPPORT FROM FAMILY MEMBERS</u>	2017 ITR <u>OR</u> certification of employment with stated income
8. <u>RECEIVING SUPPORT FROM A FAMILY MEMBER WHO IS RETIRED ALREADY</u>	Affidavit stating previous job <u>AND</u> amount of pension being received
9. <u>WORKING STUDENT</u>	2017 ITR <u>OR</u> certification of employment with stated income
10. On <u>FULL SCHOLARSHIP</u>	Certification of full scholarship with amount
11. <u>BOTH</u> parents are <u>RETIRED</u>	Affidavit stating job before retirement <u>AND</u> amount of monthly pension <u>OR</u> copy of pension certificate with amount
12. <u>SELF-SUPPORTING</u>	Affidavit of self-support, include sources of income to finance education
13. <u>BOTH</u> parents are <u>WORKING</u> and <u>DOES NOT HAVE ITR OR ANY PROOF OF INCOME</u>	Affidavit stating sources of income to support the education of child <u>OR</u> Certificate of Tax Exemption from BIR

* ITR or Income Tax Return – should be year 2017 and stamped received by the Bureau of Internal Revenue on 2018; ITR of previous years will not be accepted.

** Affidavit is a written document prepared and signed by a lawyer.

7. Will Certificate of Indigency be accepted?

We do not encourage submission of Certificate of Indigency however in such cases that this is the only document that can be submitted, we will require the parent/s to state the sources of income to support the education of child.

8. I am a new applicant, do I need to submit all the requirements for me to be considered a slot for Midyear?

No, you just need to reply yes in the question if you are applying for residence hall for Midyear 2018. However, your application does not guarantee you a space since it will depend on the availability of slots.

9. Is there a way for me to check the requirements that I have submitted?

You can check the requirements you have submitted in your dashboard.

10. When and how will I know the result of the application?

For Midyear 2018, results will be out on 2 June 2018.

For AY 2018-2019, results will be out on 30 June 2018.

Applicants need to log-in at the online dormitory application site to view the result.

11. Can I send my requirements through mail?

No, the Dormitory Application Team will not entertain requirements sent through mail.

12. Can I submit incomplete requirements?

No, the Dormitory Application Team will not accept incomplete documents.

13. Can I request a friend to submit my requirements?

Yes, just make sure that your friend will be able to answer questions that will be asked by the Dorm App Team.

14. What is online clearance?

Online clearance is done by the Dormitory Manager upon check-out of the resident. Only residents who were in the residence hall from 1st Semester, AY 2015-2016 to present will have online clearance.

15. Are scanned documents acceptable? *Yes, so long as they are readable.*

16. I am a current resident, can I submit the required documents while waiting for my online clearance? *Yes.*

17. Will incomplete requirements be accepted during the submission of documents? *No.*

FOREIGN STUDENTS

18. I am a foreign student, can I apply for residence hall?

A foreign student admitted in UP Diliman as regular or exchange student can apply for residence hall.

19. What are the requirements?

For First-time Applicants

- a. Printed Dormitory application form with signature*
- b. Admission Slip*
- c. 1 copy of 2x2 picture*
- d. Long brown envelope with your name and student number printed*

For re-admission

- e. Printed Dormitory application form with signature*
- f. 1 copy of 2x2 picture*
- g. Long brown envelope with your name and student number printed*

h. DM recommendation and clearance

FACULTY

20. New Applicants

Submit the following requirements

- a. Printed Dormitory application form with signature*
- b. Proof of Income (see list of acceptable proof of income above)*
- c. For instructors and lecturers, latest certification of appointment from Department Chair with status and rank.*
- d. 1 copy of 2x2 picture*
- e. Long brown envelope with your name and student number printed*

Questions? Email us at dormappsupport@list.upd.edu.ph

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