

**SCHEDULE OF REGISTRATION  
SECOND SEMESTER, 2021-2022**

Student Appointments:

<b>February 2, 2022 (Wednesday)</b> <b>8am-10pm</b>	Graduating students as of Second Semester, 2021-2022 Batch 2018 and earlier
<b>February 3, 2022 (Thursday)</b> <b>8am-10pm</b>	Batch 2019 and Batch 2020 Graduate Students
<b>February 4, 2022 (Friday)</b> <b>8am-10pm</b>	Batch 2021 Graduate Students

For students who need Consent of Instructor (COI) and waiver of prerequisites for courses to be enrolled for Second Semester, 2021-2022, please request online (thru email) from your respective Office of the College Secretary (OCS) for the form and instructions on how to process.

**REGISTRATION PROCEDURES**

**NOTE:** *Accountabilities (e.g. loans, library, housing etc.) must be settled with units concerned to be able to proceed with the SAIS online registration.*

*For students who are not sure if they are still covered by free tuition privilege, please check with your respective Office of the College Secretary (thru email or phone) before payment.*

1. Students who have finalized the courses/number of units to enroll can settle their matriculation fees. Those who are qualified for the free tuition can claim the Form 5 through their respective OCS starting **April 4, 2022 (Monday) until April 29, 2022 (Friday)**. You may contact your OCS thru email or phone for the confirmation of your enrollment.  
Students who failed to claim their Form 5 or confirm their enrollment with the OCS within the prescribed period will not have their names included in the final class list/grade roster.
2. Students can still add/delete/change their courses on their assigned schedule/appointment by accessing the SAIS registration site.
3. To settle matriculation fees, payment options are as follows:
  - a) Bank deposit through Landbank
  - b) E-Payment through Landbank

For payment through bank deposit:

Proceed to any Landbank branch and accomplish three (3) copies of the deposit slip (Account Name: UPLB Revolving Fund/Account number: **1892-2220-09**).

***The slip should show the deposit date, student's name and the amount of the tuition fee.***

Secure two (2) copies of the deposit slip with machine validation and submit one copy to Window 11 of the Office of the University Registrar (OUR) or submit a **scanned copy of your deposit** via google form <https://forms.gle/Gx7FUEBBkrwo28d59>.

**Be reminded that a student is deemed NOT OFFICIALLY REGISTERED unless the deposit slip has been submitted to the OUR. Request for the online copy of your Form 5 as proof of enrollment via email to the Records Section of OUR (records\_our.uplb@up.edu.ph). Please affix your signature on your Form 5.**

For payment through e-Payment of Land Bank

Access through Liz.Biz Portal using Land Bank debit account and do the following steps:

1. Go to Land Bank website.
2. Click "Liz.Biz Portal".
3. Click "Pay Now".
4. Click letter 'U' and look for the University of the Philippines Los Baños.
5. Click "continue".
6. Select transaction type. From the drop down selection, choose "matriculation"
7. Fill up the required fields in the displayed information.
8. Click "Submit" and wait for further instruction.
9. A Debit Confirmation Slip of Landbank Link.Biz Portal and/or email confirmation will be issued for every successful transaction
10. Submit a photocopy of the debit confirmation slip of Landbank Link.Biz Portal at Window 11 of the OUR or send a **scanned copy of your debit confirmation slip** of Landbank to (records\_our.uplb@up.edu.ph).

Request for the online copy of your Form 5 as proof of your enrollment via email to the Records Section of OUR (records\_our.uplb@up.edu.ph).

4. Students with Tuition Fee Exemption (TFE), reduced fee or Local Government Unit (LGU) scholarships, should email records\_our.uplb@up.edu.ph for the form. Download and accomplish the form and email scanned copy to records\_our.uplb@up.edu.ph.
  - a. For scholarships administered by the Office of Student Affairs (OSA), please contact the person /unit in charge.
  - b. For scholarships administered by the Graduate School (GS), please contact the person/ unit in charge.
5. Students not eligible for the free tuition and other school fees, with no outstanding accountabilities, who cannot pay matriculation fees due to financial problems are advised to avail of the Student Loan through the Office of the Vice Chancellor for Student Affairs (OVCSA).
6. Students who will avail of the Student Loan should contact the Student Loan Board (SLB) at the OVCSA through email **osafad.uplb@up.edu.ph** or call: **(049)536-3209** for your concern.