COLLEGE OF ARTS AND SCIENCES

University of the Philippines Los Baños

**COLLEGE CLEARANCE FORM FOR STUDENTS**

Name (Last, First, Middle Name): **DELA CRUZ, JUAN SANTOS**

Student Number: **2020-50272** Degree: **BS MATHEMATICS AND SCIENCE TEACHING**

College Address: **BRGY. BATONG MALAKE, LOS BANOS LAGUNA 4030**

UP email address: **jsdelacruz@up.edu.ph** Mobile Number: **09171010101**

Reason for Clearance:

[ **X** ] For Graduation

 [ **X** ] 1st Semester [ ] 2nd Semester [ ] Midyear, **AY 2023-2024**

[  ] For Transfer/Shift to (please specify University/College): **\_\_\_\_\_\_\_\_\_\_\_\_**

[ ] For Certificate/Diploma/Transcript of Records

[  ] Others (please specify): **\_\_\_\_\_\_\_\_\_\_\_\_**

**THE UNDERSIGNED CERTIFIES THAT THE STUDENT IS CLEARED OF ALL ACADEMIC OBLIGATIONS FROM THE ACADEMIC/MAJOR ADVISER. If the student has a thesis, the academic/major adviser certifies that the student has submitted a hard copy of the thesis manuscript to the CAS – Office of the College Secretary (CAS-OCS) and has uploaded the electronic copy (in pdf file) in this** [**link**](https://docs.google.com/forms/d/e/1FAIpQLSdEVZ8IrQjJ0--w92AfEFbBrspqGm3hBhr0Ibqg9V2NClcK2A/viewform)**.**

**Academic/Major Adviser:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Name and Signature Date**

**THE UNDERSIGNED CERTIFIES THAT THE 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-OCS.**

**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. Please see the following page for the step-by-step procedure for online payment processing.

**Online Payment of Graduation Fee through Link.biz Portal**

1. Visit the Landbank Link.BizPortal

[**https://www.lbp-eservices.com/egps/portal/index.jsp**](https://www.lbp-eservices.com/egps/portal/index.jsp)

1. Click the “**PAY NOW**” button.
2. Then, search for the University of the Philippines Los Baños in Select Merchant.
3. Click “**Continue**”.
4. Select **Transaction Type**.
5. In a drop-down list, select **Graduation Fee** and the desired Payment Option (Cash or Landbank/ATM)
6. Supply the necessary details required for the transactions:

In the field “**Amount,”** enter the amount: **300.00**

In the field “**Reference No.**”, enter the account number **9310800**

Review details before finalizing your transaction.

1. Click “**Submit**” and wait for further instructions.
2. Fill out the form at tinyurl.com/CAS-OCSPayment for the CAS-OCS to process your clearance. In the Google Form, upload the electronic copy of the receipt/ proof of payment.