


Memorandum No. LRS-2022-015

TO : UP DILIMAN STUDENTS

FROM : 
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Vice Chancellor For Student Affairs

SUBJECT : Modes of Dormitory Applications for AY 2022-2023

DATE : 2 August 2022

The UP Diliman Office of the Vice Chancellor for Student Affairs, through the Office of Student Housing, will be accepting applications for dormitory accommodations for Academic Year 2022 – 2023. This memorandum is being issued in advance while the online application portal is undergoing maintenance and updating.

Considering the [blended learning environment](#) for the next A.Y., there will be two (2) types of dorm applications for this A.Y.:

1. Full Year, to be applied for between **22 to 26 August 2022**
2. Transient (one week to two months), to be applied for at any point during the semester, subject to availability of slots

Students are advised to identify their classes with face-to-face components to determine their level of on-campus activity next semester. Classes with face-to-face components are marked appropriately in the Computerized Registration System.

All applications will be via Dorm.App at <https://dormapplication.upd.edu.ph/>. The module for transient applications will open after the regular/full year application period. A subsequent advisory will be released.

Please note that for a gradual and safe return to campus, dorms with ensuite restrooms will be at 30-60% capacity and dorms with shared restrooms will be at 50% capacity due to the continuing risks of COVID-19 infection in shared/congregate housing. Those who plan to apply must be willing to follow health protocols and to have their movements inside the residence halls and within the UP campus monitored.

Frequently Asked Questions regarding the application are attached to this memorandum. Students may also directly email OSH at osh.updiliman@up.edu.ph for further inquiries.

Full-Year Application

Students applying for dormitory slots for the whole academic year will be prioritized primarily according to *socioeconomic status* (60 points) and *origin* (40 points). Additional considerations for this semester may include:

- Enrollment in multiple face-to-face, on-campus classes
- Graduation status, with compelling reasons to be in campus for the whole year

Full-year applicants must meet the following eligibility criteria:

1. Have good scholastic standing, or a final grade of “3” or higher in at least 75% of the total number of academic units in which they registered in the previous semester. This requirement does not apply to freshie applicants.
2. Have the minimum academic load prescribed by university policies for the Academic Year 2022-23. This will be a prerequisite to checking in.
3. Have a good track record during previous stay in any UP Diliman residence hall, for those applying for readmission.

Eligible students are advised to prepare and secure the following documents and submit the same during the application period:

1. Proof of Income and other supporting documents

SITUATION	PROOF OF INCOME
If applicant's parents/guardians are working	Submit ANY of the following: <ul style="list-style-type: none"> • Each parent/guardian's 2021 Income Tax Return (ITR) or Joint ITR • Latest copy of parents'/guardian's pay slip • Certificate of Employment of each parent/guardian, with income stated, issued within the last 6 months • If parent/guardian is an OFW, latest copy of contract or Certificate of Employment with income, issued within the last 6 months
If applicant's parent/s don't have Income Tax Return (ITR) forms 2306 and/or 1701	<ul style="list-style-type: none"> • Tax Exemption Certificate from BIR specifically stating that parents are exempted from filing an income tax return because they do not have a taxable income. • Certificate of Indigency issued by the barangay or local government office
If applicant is working/self-supporting	Submit ANY of the following: <ul style="list-style-type: none"> • 2021 ITR or latest copy of pay slip • Certificate of Employment with income stated, issued within the last 6 months • Affidavit or any proof of self-support (for undergraduate students only) • Any proof of income, issued within the last 6 months
If applicant is under a scholarship	<ul style="list-style-type: none"> • Certification of scholarship

2. For continuing students, True Copy of Grades (TCG) or a CRS printout that includes grades for the 1st and 2nd semesters of A.Y. 2021-22, with general weight average (GWA) indicated
3. For UPD dormers for A.Y. 2021-22, an online clearance issued by the Dorm Manager/Officer-in-Charge

Please note that prior to checking in, accepted residents will be required to submit their Form 5/5A for the First Semester of A.Y. 2022-23. Lack of a Form 5/5A will result in forfeiture of the dorm slot.

The following *optional* documents may be included to strengthen your application:

1. Letter from Thesis Adviser or Dean to vouch for thesis status and need for dormitory accommodation
2. Letter from Program Adviser, Department Chair, or Dean indicating required enrollment in face-to-face classes for the next semester
3. Other supporting documents

Transient Application

Transient stay will also be open for students who only need accommodation for a short period of time within the academic year. A minimum of one (1) week to a maximum of two (2) months may be allowed. Requests for extension will be subject to the approval of OSH's Officer-in-Charge through the Dormitory Manager.

Transient application guidelines will be announced in subsequent weeks. However, to assist students in their preparations for the next A.Y., students are asked to take note of the following considerations for this housing option:

1. Dormitory guidelines, which cover health protocols, cooking, laundry, and curfew among other things, will remain in place.
2. Violations of dorm rules as transients will still count toward students' records at OSH for future applications.
3. Confirmation of reservations will be done individually. Advance payment of applicable fees, to be announced at a later date, may be required.

For information and guidance.

Thank you.

DORMITORY APPLICATION 2022

Frequently Asked Questions

Who can apply for a residence hall slot?

Residence hall accommodations for SY 2022-2023 are exclusively for bona fide students, faculty, and staff of the University of the Philippines Diliman. Due to the limited number of slots, not all qualified applicants can be accommodated in the residence halls.

What do I need to access the online application?

A new student (i.e., freshman, transferee, cross-enrollee) just needs to use their CRS account found in their admission slip to log in to <http://www.dormapplication.upd.edu.ph>

A continuing student needs to log in using their student number and wait for the system to initialize their access to the dormitory application site. Once initialized, they will be asked to log in again.

Staff or faculty applicants need to use their employee ID to log in.

What are the basic requirements for admission in a UP Diliman residence hall?

Student applicants must, as per the 2010 General Guidelines on Accommodation in UP Diliman Residence Hall:

- Have good scholastic standing, or a final grade of "3" or higher in at least 75% of the total number of academic units in which they registered in the previous semester. This requirement does not apply to freshie applicants.
- Have the minimum academic load prescribed by university policies for the Academic Year 2022-23. This will be a prerequisite to checking in.
- Have a good track record during previous stay in any UP Diliman residence hall, for those applying for readmission.

Faculty/Staff applicants must submit an endorsement letter signed by their immediate supervisor and the head of their unit.

Can I submit an incomplete set of requirements before the deadline and complete it beyond the deadline?

For students applying for a full semester, only the late submission of a student's Form 5 for the 1st semester, A.Y. 2022-2023 will be allowed.

For transient applicants, your application will be processed only when the requirements are complete.

I wish to stay in the dorm for one school year but cannot submit my parents'/guardian's recent ITR on time. Can I submit a previous ITR instead?

No. Only the 2021 ITR will be accepted.

How will my application be evaluated?

For applicants staying the whole school year: Dorm applicants will be evaluated based on place of origin (40 points) and socioeconomic status or income bracket (60 points). 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.

Is late application allowed for those applying for a full year slot?

No.

I am a foreign student admitted in UP Diliman. Can I apply for a dorm slot?

Yes, you can, whether you are a regular or an exchange student.

Note: A Filipino citizen whose permanent residence is outside the Philippines will be considered a foreign applicant.

Can I send my requirements through e-mail?

No. Please submit all requirements via <http://www.dormapplication.upd.edu.ph>.

I was not admitted. What could be the reason?

Either there are no more slots available, or you submitted incomplete and/or incorrect documents.

I was not admitted. Can I appeal?

Yes. Submit an appeal letter with supporting documents addressed to the Dormitory Application Committee headed by Vice Chancellor Louise Jashil Sonido to dormapp.upd@up.edu.ph. Note that submission of letter does not guarantee granting of the appeal.

I was admitted, and I want to transfer to another residence hall. What should I do?

Applicant may submit a letter of request for transfer with justification to the Dormitory Application Committee headed by Vice Chancellor Louise Jashil Sonido to dormapp.upd@up.edu.ph. Note that a request letter does not guarantee approval of the request.

What is "online clearance"?

Online clearance is done by the Dormitory Manager upon checkout of a dormer. Only residents who were in the residence hall anytime during SY 2021-2022 will have online clearance.

What are the existing guidelines/protocols in the residence halls?

Due to the COVID-19 pandemic, every UP Diliman residence hall is implementing The New Normal Guidelines for UPD Residence Halls (2022) to ensure not just the cleanliness and orderliness of its premises but also its sanitation and safety from community transmission.

These guidelines are consistent with the 2010 Rules and Regulation Governing Residence Halls in UP Diliman, the 2012 Code of Student Conduct of UP Diliman, the Residence Hall Agreement, Memoranda

from the UP Diliman Office of the Chancellor and the COVID-19 Task Force, and the Philippine Genome Center Institutional Guidelines for the Implementation of COVID-19 Surveillance.

Go to <https://studenthousing.upd.edu.ph/> to access the New Normal Guidelines for UPD Residence Halls. However, please note that these guidelines are currently being updated and revised as of the time of release of this memorandum.

What other student housing services can I avail?

The following services of the UPD Office of Student Housing have been migrated online:

1. Dorm application
2. Submission of check-in requirements
3. Payments
4. Dorm clearance
5. Submission of check-out requirements
6. Submission of appeals
7. Tagging/untagging of accountabilities