Users Manual for Students

The following are the guidelines for the actions that can be taken by the students in relation to the University Clearance.

A. How to apply

1. Using a laptop or PC, go to https://ovcsa.uplb.edu.ph
2. Log-in using your UPMail account *(if you encounter any problems here, kindly email recommit-it.uplb@up.edu.ph)*.
3. Click **CLEARANCE** button under your profile icon.
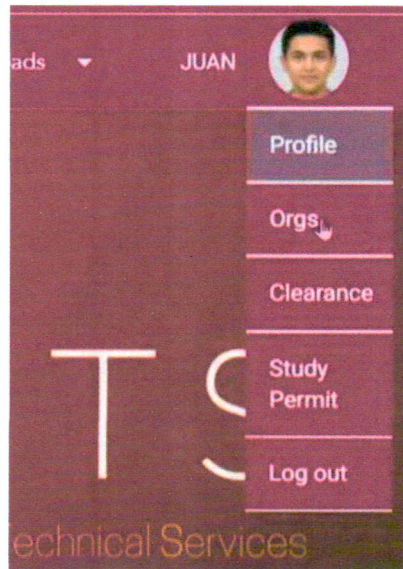
4. Double check the information displayed on the application page. Make sure that your details are correct.
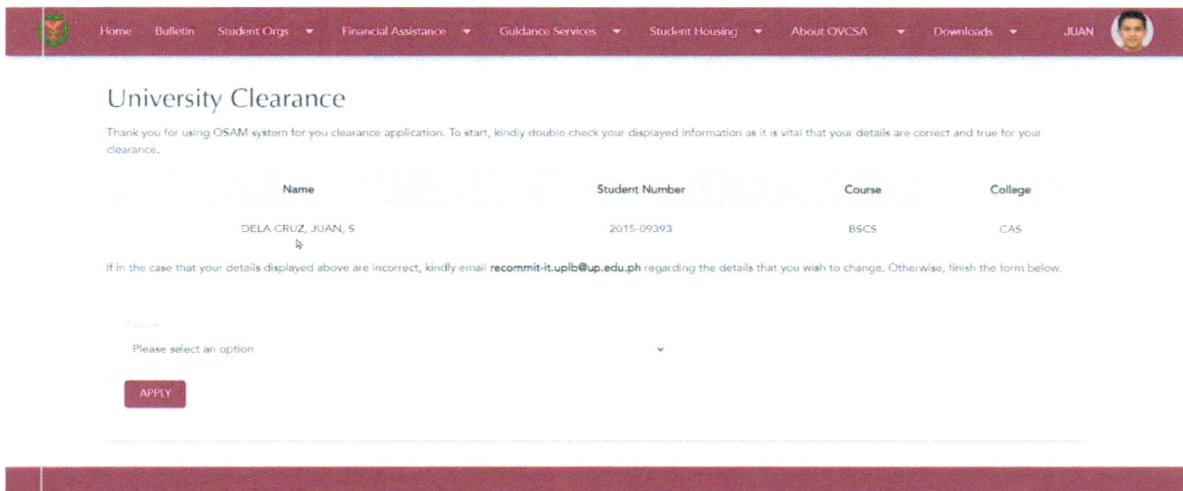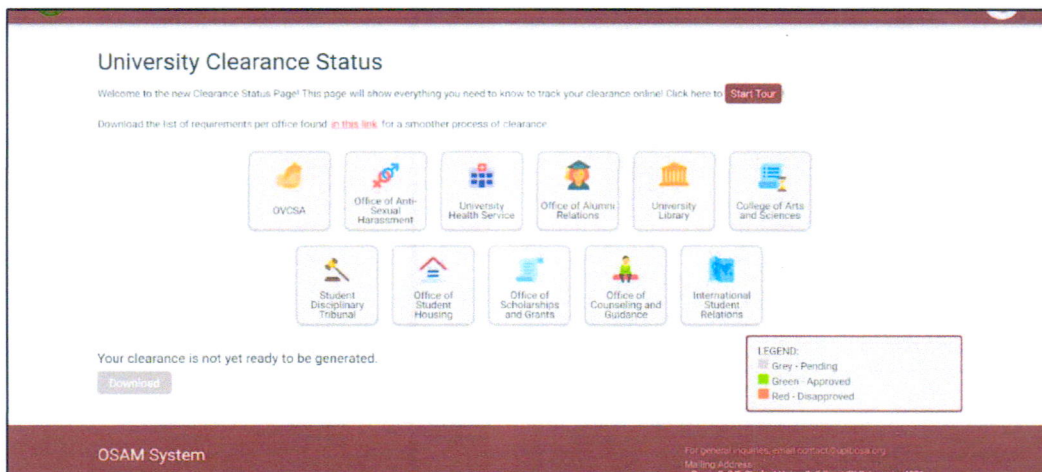
5. Choose the **Purpose** of your application.
6. Click **APPLY**.
7. After reading the data privacy notification, Click **ALLOW**.
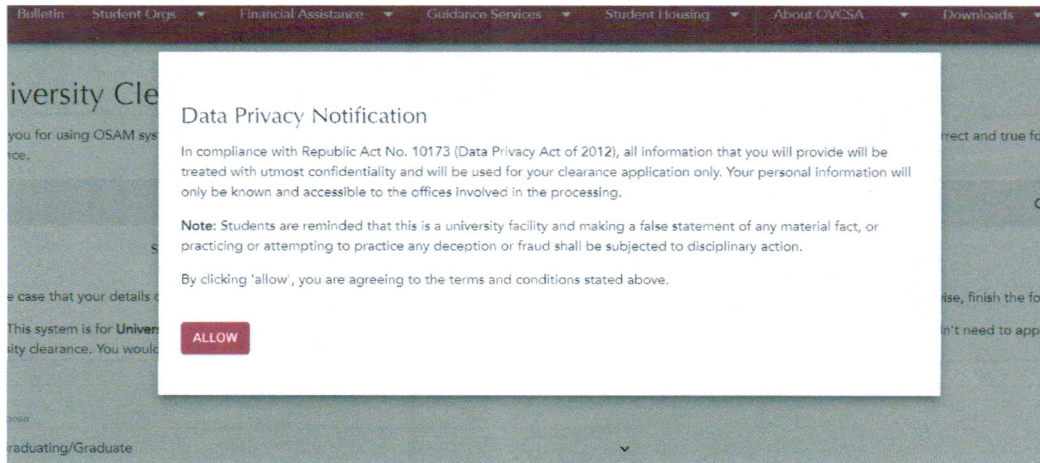
B. How to check the status of your clearance application

1. Once you have applied, you will be redirected to the status page of your clearance.
2. You may also go to this page, by following steps 1-3 of **part A** of this manual.

C. How to view reasons for office disapproval

- Hover over the office card with the 'Disapproved' status and click 'View Details'.

    - *Notice the red border of College of Arts and Sciences office card:*

University Clearance Status

Welcome to the new Clearance Status Page! This page will show everything you need to know to track your clearance online! Click here to Start Tour

Download the list of requirements per office found in this link for a smoother process of clearance.

OVCSA	Office of Anti-Sexual Harassment	University Health Service	Office of Alumni Relations	University Library	College of Arts and Sciences
Student Disciplinary Tribunal	Office of Student Housing	Office of Scholarships and Grants	Office of Counseling and Guidance	International Student Relations	

Your clearance is not yet ready to be generated.

Download

LEGEND:
Grey - Pending
Green - Approved
Red - Disapproved

- *Once you hover over it:*

ce.

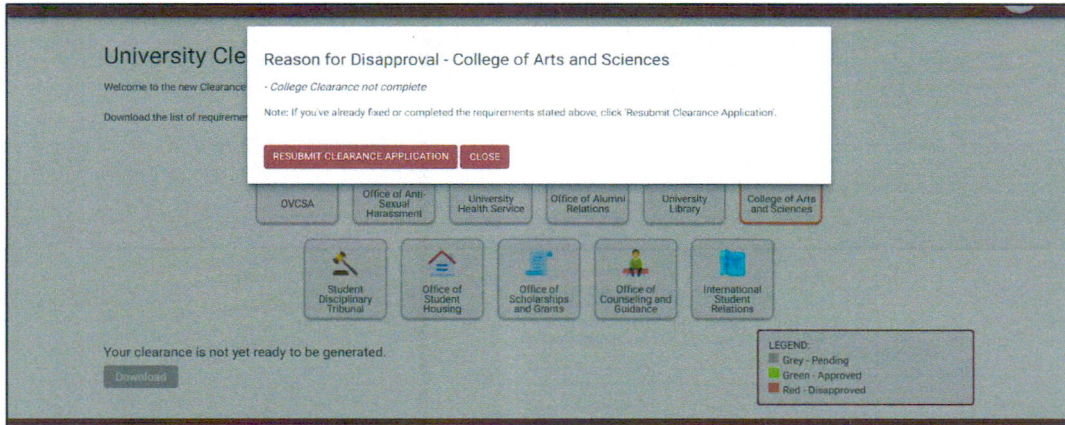|		
Office of Alumni Relations	University Library	**View Details** Last Updated: February 15, 2021
of hips nts	Office of Counseling and Guidance	International Student Relations

- *After clicking 'View Details':*

D. How to resubmit application to an office with disapprove status

- Following the steps in C, click 'Resubmit Clearance Application'

Note: Make sure that you have satisfied the requirements stated by the office first before submitting your application.

E. Download Clearance Certificate

- Once all the office cards turn green, you will now be able to download your clearance certificate.

  - *Download button in the lower left corner can now be clicked:*