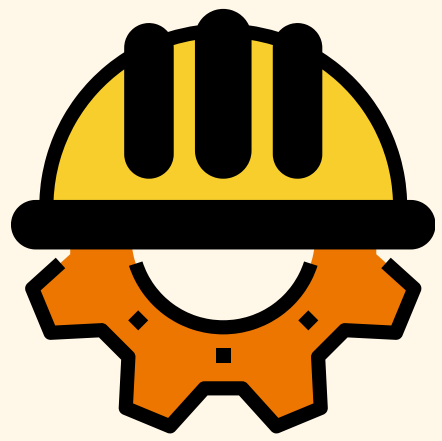




COEPROCESS

Online Processing & Submission of Documents





COLLEGE OF ENGINEERING

UNIVERSITY OF THE PHILIPPINES - DILIMAN

Online Processing & Submission

- APPLICATION FOR GRADUATION
- LATE APPLICATION FOR GRADUATION
- APPEAL FOR READMISSION
form for BS MetE, BS EM, BS CoE, BS EE, BS ElectronicsE
form for BS IE, BS ME, BS GE, BS MatE
form for BS ChE, BS CS, BS CE
form for Non - Majors
- LATE FILING OF APPEAL FOR READMISSION
- PERMIT FOR EXAMINATION
(Removals/Completion)
- EXCUSE SLIP
- CERTIFICATION OF EQUIVALENT COURSES
- SUBSTITUTION
- EVALUATION OF APPLICATION FOR ADVANCE CREDIT WITH OR WITHOUT VALIDATION
- PERMIT TO OVERLOAD
- PERMIT TO CROSS-REG
- WITHDRAWAL OF ENLISTMENT BEYOND DEADLINE
- RETURN FROM LEAVE OF ABSENCE(RFLOA)
- UNDERLOADING
- TRANSFER TO NON-MAJOR STATUS
- TRANSFER TO VOLUNTARY SHIFTING OUT STATUS
- APPEAL FOR EXTENSION OF VOLUNTARY SHIFTING OUT STATUS
- PERMIT TO TRANSFER
(Exit Survey/Permit to Transfer)
- APPLICATION FOR RESIDENCE
- REQUEST FOR CERTIFICATION
- LATE REGISTRATION, PAYMENT, CHANGEMAT, DROPPING AND LOA
- WAIVER OF PREREQUISITES
- EMAIL LIST
- DOWNLOADABLE FORMS

For Follow up and Inquiries

Administratives	Ms. Imelda Ocampo Administrative Supervisor	
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	Mr. Jonathan Simpliciano For BS EE/BS ECE/BS CoE/BS MetE/BS EM	enggadmin_jonathan@coe.upd.edu.ph
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COLLEGE OF ENGINEERING

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Return from LOA (RFLOA)

- Download and accomplish [Return from LOA Form](#)
- Fill-up [Student Directory](#) and attach photo
- If return from LOA for more than 1 semester or if the reason for filing the LOA was due to health/medical reasons regardless of the number of semester, accomplish the following
 - Accomplished PEHA Form. Access procedures [here](#) to receive your medical certificate for admission.
- Submit the accomplished Return from LOA form, Student Directory and Medical Certificate for Admission documents (if needed) to Room 204, Melchor Hall
- Admin will evaluate your submitted documents.
- Admin sends your accomplished RFLOA form and your other requirements to the Office of the University Registrar (OUR), Admissions and Registration Division.
- Admin sends you a copy of your RFLOA.

Underloading

- The student files their underloading online through their [UNDERLOADING](#) module in [CRS](#), indicating the reason for the underloading,
- The student should take note of the documentary requirements for the underloading reason given.
- The student consults with its adviser for endorsement.
- The adviser endorses the underloading using their Underloading Endorsement module.
- The student needs to fill up this [FORM](#) to submit all the documentary requirements.

For more information and clarification regarding underloading: [Click Here](#)



COLLEGE OF ENGINEERING

UNIVERSITY OF THE PHILIPPINES - DILIMAN

Downloadable Forms

UP Forms

- [UP Form 13D Change of Grade](#)
- [UP Form 25 Permit to Complete INC Remove 4_Rev 7 May 2024](#)
- [UP Form 13C Report of Grade for Completion/Removal](#)
- [UP Form 26A Change of Matriculation_Rev 7 May 2024](#)
- [UP Form 44 Application and Evaluation for Advance Credit_Rev 7 May 2024](#)
- [UP Form Admission Slip for T1_Rev 7 May 2024](#)
- [UP Form Application for Graduation_Rev 7 May 2024](#)
- [UP Form Application for Shifting_Rev 7 May 2024](#)
- [UP Form Application for Waiver of Prerequisite_Rev 7 May 2024](#)
- [UP Form Cross-registration_Rev 7 May 2024](#)
- [UP Form Leave of Absence_Rev 7 May 2024](#)
- [UP Form Notice of Acceptance for T1_Rev 7 May 2024](#)
- [UP Form Return from LOA_Rev 7 May 2024](#)
- [UP Form Substitution of Courses_Rev 7 May 2024](#)

Other Forms

- [Advance Credit without Validation with more than 66 units](#)
- [Permit to Overload](#)
- [Application to the College by VAAS](#)
- [Certification of Non-Attendance](#)
- [Certification of Equivalent Courses](#)
- [College Clearance](#)
- [Student Directory](#)
- [Permit to Use Melchor Hall Facilities](#)
- [Health Declaration Form](#)
- [OCG Referral Slip](#)



COLLEGE OF ENGINEERING

UNIVERSITY OF THE PHILIPPINES - DILIMAN

Email lists

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	Department of Computer Science	info@dcs.upd.edu.ph
	Electrical and Electronics Engineering Institute	veronica.centeno@eee.upd.edu.ph
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