



____ Freshman
 ____ Old Student

RESIDENCE HALL APPLICATION FORM

General Information:

Name: _____ Nationality: _____
 (Surname) (Given Name) (Middle Name)
 Date of Birth: _____ Place of Birth: _____ Religion: _____
 Complete Address: _____

 Landline: _____ Mobile No.: _____ Email Ad: _____
 College: _____ Course: _____ Yr. Level: _____ STS Bracket: _____

Parents' Information:

Mother's Name: _____ Father's Name: _____
 (Family name) (Given Name) (MI) (Family name) (Given Name) (MI)
 Nationality: _____ Religion: _____ Nationality: _____ Religion: _____
 Occupation: _____ Occupation: _____
 Work Phone: _____ Work Phone: _____
 Mobile #/s: _____ Mobile #/s: _____
 Email Ad : _____ Email Ad : _____

Other sources of Income: _____

Siblings:

| Name | Age | Civil Status | If studying, Yr, Course & School | If working, where? |
|-------|-------|--------------|----------------------------------|--------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Guardian or relative nearest in Metro Manila:

| Name | Relation to Applicant | Age | Mobile No./ Landline |
|-------|-----------------------|-------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Certified true and correct:

 (Applicant's signature over printed name)

 (Parent's signature over printed name)

| ACKNOWLEDGEMENT AND ACCOUNTABILITY: | | ROOM #: _____ | BED #: _____ |
|---|---|------------------------|---------------------|
| | Check in | | Check out |
| Table | : | : | |
| Chair/s | : | : | |
| D/d Bed | : | : | |
| Pillow/s | : | : | |
| Remarks: | _____ | Remarks: | _____ |
| Applicant's signature: | _____ | Applicant's signature: | _____ |
| FOR OFFICE USE ONLY: | | | |
| Check in: | Check out: | | |
| Date: _____ | Date: _____ | | |
| Time: _____ | Time: _____ | | |
| _____ (Signature of Authorized Representative) | _____ (Signature of Authorized Representative) | | |
| (SEE BACK PAGE FOR REQUIREMENTS) | | | |

Requirements:

FIRST-TIME applicant:

- * 2x2 ID picture with name written at the back
- * True copy of grades of two previous semesters or certified SAIS print-out with general weighted average (GWA)
- * True copy of STS bracket
- * Income Tax Return (ITR)
ITR (Father or Mother);
 - Father AND Mother (*if both are working*);
 - Bureau of Internal Revenue (BIR) Certificate of Tax Exemption (*if both parents are not working OR one parent is not working*)

If undergraduate students:

- * True copy of STS assigned bracket
- * Income Tax Return (ITR)
ITR (Father or Mother);
 - Father AND Mother (*if both are working*);
 - Bureau of Internal Revenue (BIR) Certificate of Tax Exemption (*if both parents are not working OR one parent is not working*)

Submit to:

**University of the Philippines Manila
Office of Student Affairs
Auxiliary Services Program
3rd Flr. Student Center Building, P. Faura St.,
Ermita, Manila**

Tel. Nos: 526-2274