### I. CHECKLIST OF REQUIREMENTS

**A. Applying for Residency**

1) **Properly accomplished:**
   - a) Checklist form
   - b) Application form
   - c) Ladies Residence Hall Rules & Regulations

2) **Any copy of the following to attest the parents’ income:**
   - Photocopy of latest ITR of parent/s or guardian (certified/verified true copy by employer’s authorized representative)
   - BIR Certificate of Tax Exemption of both parent/s or guardian
   - Job contract of parent/s which states the basic salary converted into Philippine peso according to the current foreign exchange rate if parent/s is/are OFW
   - *In case of solo parent, secure an Affidavit of No Support from either mother or father
   - *In the absence of ITR or BIR tax exemption, secure any of the following:
     - Certificate of unemployment/DSWD certification of indigency

3) **Photocopy of the following:**
   - 3.1 *For Freshman Applicant*  
     - UP admission slip
   - 3.2 *For Upperclass Applicants*  
     - UP form 5 of previous semester
   - True copy of grades of previous semester

4) **one (1) pc of 1” x 1” ID picture with white background** (to be attached in the Application Form)

**B. Approved Application for Residency**

1) Submit the following:
   - Official receipt of non-refundable reservation fee of Five hundred pesos (Php 500.00)
   - Official receipt of the rental fee and other fees for the first month of stay

2) Accomplish the following forms:
   - Residence Hall Agreement
   - Instruction Sheet
   - Appliance Declaration Form
   - Acknowledgement of Accountability Form
   - Record of Payment
   - 2 pcs. 1.5” x 1.5” ID pictures with white background

### II. LADIES RESIDENCE HALL ASSESSMENT

- **Status:**
  - [ ] Recommended for SAC Approval
  - [ ] Disapproved

- **Comment/s:**
  - [ ] Incomplete/Incorrect documents submitted
  - [ ] Incomplete/Incorrect information
  - [ ] Others __________________________

### III. STUDENT AFFAIRS COMMITTEE APPROVAL

- **Status:**
  - [ ] Approved
  - [ ] Waiting List
  - [ ] Disapproved

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