ONLINE PROCESS OF LOA EXTENSION APPLICATION

1. Student **applies for LOA in CRS** and follows the usual LOA application process (click here to view the LOA flowchart);
2. Once the LOA application has been approved, the college **downloads the LOA form from CRS and affixes the appropriate signatures**;
3. The college then **sends the signed LOA form to the student**;
4. Student and the parent/guardian (if necessary) **sign the LOA form** (Note: You may print, manually sign the form and scan it or you can use Fill and Sign in Adobe Acrobat DC);
5. Student **emails the signed LOA application form** to admission.our@upd.edu.ph with the subject: LOA_extension_name;
6. OUR sets the LOA extension application as "paid";
7. OUR distributes the copies of LOA form accordingly; and
8. OUR tags the student in CRS with "To claim copy of LOA application"

The process temporarily ends here.

However, at a much later date **when the situation normalizes, the student will have to go to the OUR to claim his/her copy of the LOA extension application.**