



# OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Room 15, 2/F Student Union Building, UP Los Baños, College, Laguna 4031 Philippines  
+63 999 221 1483 | [osh.uplb@up.edu.ph](mailto:osh.uplb@up.edu.ph) | <http://ovcsa.uplb.edu.ph/>



## Office of Student Housing

### GUIDELINES FOR OSH DORM APPLICATIONS As of 17 November 2023

Link for reservation: <https://ovcsa.uplb.edu.ph> (thru OSAM)

1. Dorm applicants must have their own OSAM accounts.

If you have no account yet, please visit <https://bit.ly/OSAM-Account-Reg> and fill out the necessary information. Wait for an email confirmation of your OSAM Account creation within 2-3 business days. **Note: Your OSAM Account email confirmation will most likely go to your SPAM folder. Make sure to check there as well.**

For OSAM account creation (e.g. no student number or UP email address yet) and update concerns, please email [recommit-it.uplb@up.edu.ph](mailto:recommit-it.uplb@up.edu.ph) or contact +63 (49) 536 2238.

For Account Problems: Proceed to the offices listed below and bring validated UPLB ID or any other valid ID plus Form 5.

**OSAM:** Research, Communication, and Information Technology, Room 7, 2/F Student Union Building.

**e-UP/UP Mail:** Information Technology Center, 2/F AG Samonte Hall.

2. Prioritization for dorm applications

- 2.1. 1<sup>st</sup> batch of reservations - Current residents (renewal in same dorm)
- 2.2. 2<sup>nd</sup> batch of reservations - Inter-OSH-dorm application
- 2.3. 3<sup>rd</sup> batch of reservations - General Applications (Open for all students)
  - 2.3.1. Please check the schedule for the 3<sup>rd</sup> batch (General Applications) on the OSH Facebook page: <https://www.facebook.com/uplbosh>

3. Requirements for application (Spaces for signature of dorm head should be left blank)

- 3.1. Updated personal information in OSAM system
- 3.2. For undergraduate students:
  - 3.2.1. Residence Hall Agreement (signed by the student and parent)  
Download: <https://uplbosa.org/download/osh-rha>
  - 3.2.2. Waiver and Quitclaim (signed by the student and parent)  
Download: [https://drive.google.com/file/d/11fqrooXl7mAz-fbY\\_SLMEObD-jD3rpbG/view](https://drive.google.com/file/d/11fqrooXl7mAz-fbY_SLMEObD-jD3rpbG/view)
  - 3.2.3. Parent's government-issued ID with visible signature of parent who signed the RHA and Waiver
- 3.3. For graduate students:
  - 3.3.1. Residence Hall Agreement (signed by the student)  
Download: <https://uplbosa.org/download/osh-rha>



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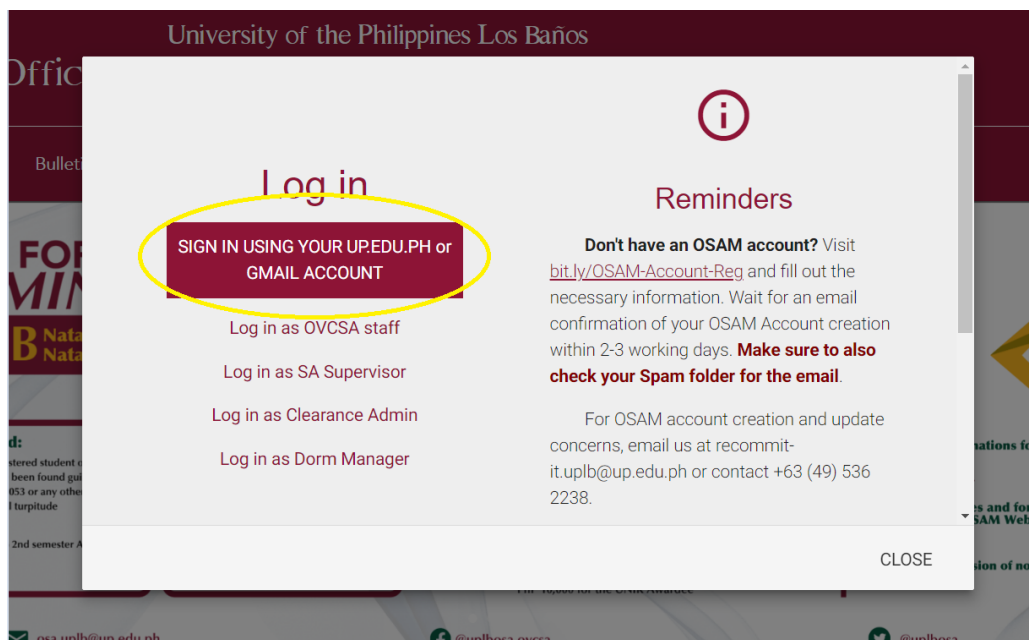
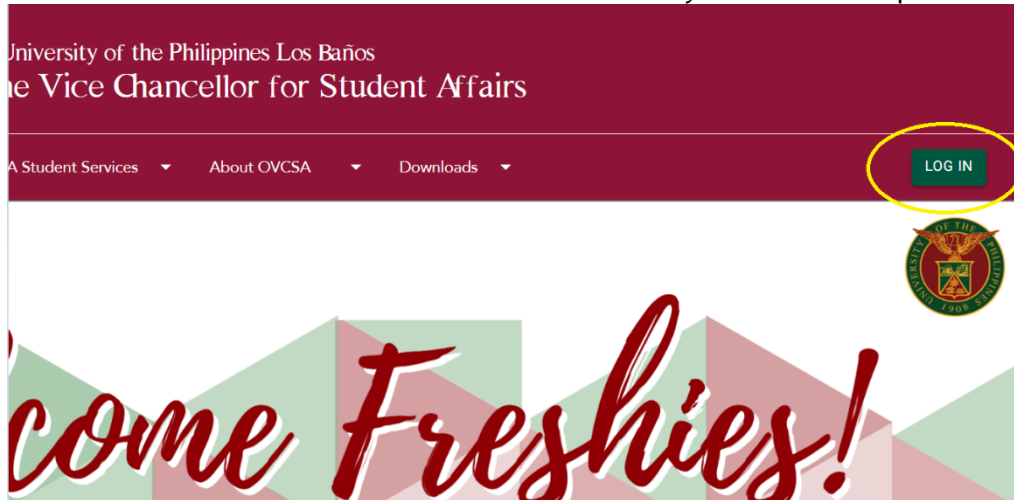


## Office of Student Housing

### 4. Dorm Online Application Process

4.1. Go to <https://ovcsa.uplb.edu.ph/>.

4.2. Click the “LOG IN” button found at the upper right side of the screen and choose “SIGN IN USING YOUR UP.EDU.PH or GMAIL ACCOUNT”. Enter your UP Mail and password.





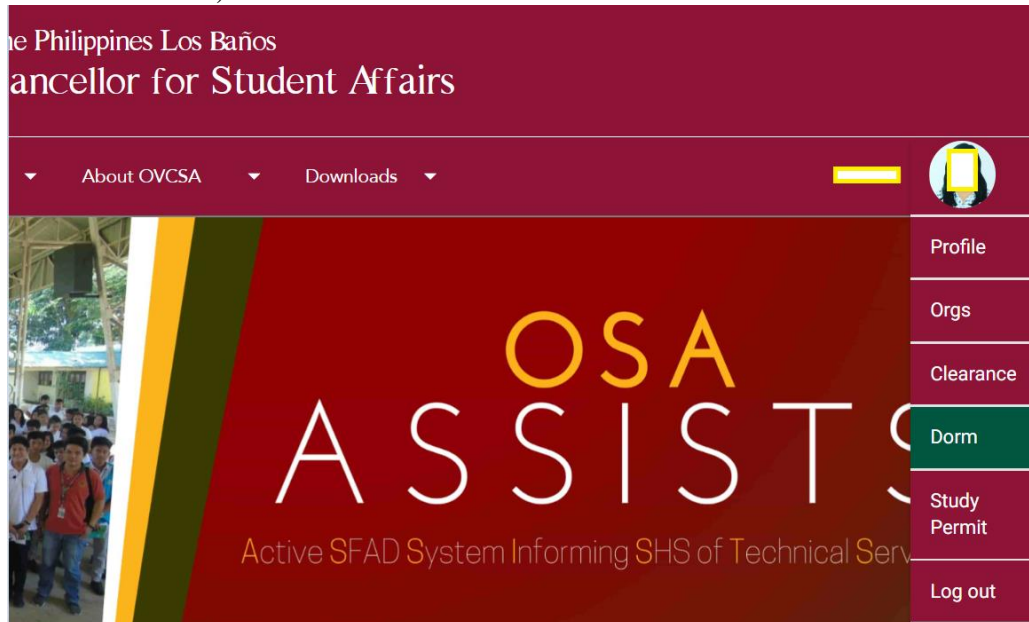
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- 4.3. Once logged in, hover mouse over your profile picture then click “Dorm” (accessible only during dorm reservations).



- 4.4. Update your profile information if instructed to do so.
  - 4.5. Fill-up the form.
  - 4.6. Upload your requirements.
  - 4.7. Wait for your requirements to be checked by an OSH representative.
  - 4.8. Wait for your application to be approved by the dorm wherein you applied to.
  - 4.9. Request for a Statement of Account (SOA) from the dorm head.
  - 4.10. Pay the bill (payment details found at the last page of this document) and upload your receipt.
  - 4.11. Check-in at the dorm and bring the hard copy of your requirements (if needed).
5. Deadline of payment of 1st-month dormitory fees is on the 1<sup>st</sup> day of classes or check-in (whichever comes first).
    - 5.1. For new applicants, initial payment includes reservation fee and key deposit.
    - 5.2. Please be reminded to always keep an extra copy of your actual dorm receipts.
    - 5.3. No refund will be allowed for cancellation of applications during any step of the process.
  6. Copy of Form5 or screenshot of SAIS account with enrolled classes must be submitted as soon as available.
  7. The dorm office staff are only available from Monday – Friday, 8:00 AM – 5:00 PM. All requests and messages should be made within office hours.
  8. Dorm accommodations per semester are usually only from a day or two before the **University's General Registration** until the **last day of submission of grades** (based on the official UPLB academic calendar). Final dates for accommodation will be announced via the OSH Facebook page.
  9. A new set of applications will open for each academic term (per semester or Midyear).
  10. Please refer to the Residence Hall Agreement for the comprehensive dorm policies.



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## *Office of Student Housing*

### PROCEDURE FOR THE PAYMENT OF DORM FEES

#### FOR OVER-THE-COUNTER PAYMENT

1. Get a Statement of Account (SOA) from the dorm management.
2. Proceed to any Land Bank branch.
3. Pay the total amount using the following details:
  - 3.1. Account Name: UPLB Trust Project Fund Housing Office
  - 3.2. Account Number: 1891116760
4. Submit a copy of the deposit slip together with a copy of SOA to the dorm management

#### FOR ONLINE PAYMENT<sup>1</sup> (through Link.BizPortal)

1. Get a Statement of Account (SOA) from the dorm management.
2. Go to [www.landbank.com](http://www.landbank.com)
3. Click CLICK HERE under Link.BizPortal (<https://www.lbp-eservices.com/egps/portal/index.jsp>) then PAY NOW
4. Enter Merchant Name – University of the Philippines Los Banos then click CONTINUE.
5. Select transaction type - **Student Housing**
6. Enter other information needed
7. Click Submit and wait for the payment confirmation.
8. Submit a printed copy or email screenshot of the payment confirmation together with a copy of SOA to the dorm management

*Note: Land Bank of the Philippines will charge a transaction fee*

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<sup>1</sup> Please note that payments through Gcash are not accepted