



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 | http://ovcsa.uplb.edu.ph/



Office of Student Housing

GUIDELINES FOR OSH DORM APPLICATIONS

As of 05 November 2024

Link for reservation: <https://uplbosa.org/> (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** or contact +63 (49) 536 2238.

For Account Problems: You may also proceed to the offices listed below and bring a 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. Dormitory Classifications

| <i>Residence Hall</i> | <i>Classification</i> |
|-----------------------|-----------------------|
| Forestry | Females |
| Makiling | |
| New Dormitory | |
| VetMed | |
| Women's | |
| ATI-NTC | Males |
| Men's | |
| New Forestry | |

**All dormitories for the 2nd semester, except IH, accept both undergraduate and graduate students.*

***The dormitories are inclusive and welcoming to students of all gender identities. Transgender students are encouraged to apply to dormitories aligning with their declared gender identity. Placement will be done in respectful coordination with the dormitory head, ensuring open*



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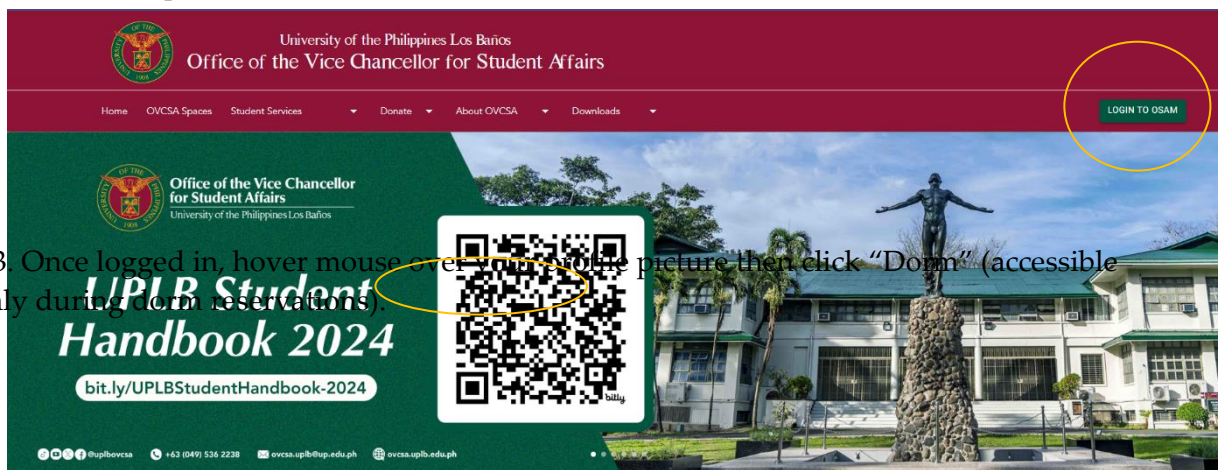


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communication and mutual consent among dormmates to foster a supportive and safe living environment for all residents.

3. Prioritization for dorm applications
 - 3.1 Current Residents
 - 3.2 General Applications (Open for all students)
 - 3.2.1. Please check the schedule for the general applications on the OSH Facebook page: <https://www.facebook.com/uplbosh>
4. Requirements for application (Spaces for signature of dorm head should be left blank)
 - 4.2. Updated personal information in OSAM system
 - 4.3. For undergraduate students:
 - 4.3.1. Residence Hall Agreement – UPDATED AS OF 05 November 2024 (date signed by the student and parent must be from 05 November 2024 onwards)
Download: <https://uplbosa.org/download/osh-rha>
 - 4.3.2. Waiver and Quitclaim (signed by the student and parent) – DOUBLE CHECK THE DATES INPUTTED
Download: <https://uplbosa.org/download/osh-waiver>
 - 4.3.3. Parent’s government-issued ID with visible signature of parent who signed the RHA and Waiver
 - 4.4. For graduate students:
 - 4.4.1. Residence Hall Agreement (signed by the student)Download: <https://uplbosa.org/download/osh-rha>
5. Dorm Online Application Process
 - 5.1. Go to this link: <https://uplbosa.org/>
 - 5.2. Click the “LOG TO OSAM” 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.

5.3. Once logged in, hover mouse over the QR code picture then click “Dorm” (accessible only during dorm reservations).





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The screenshot shows the website interface for the Office of Student Housing. A modal window is open with a 'Log in' section. A red circle highlights the text 'SIGN IN USING YOUR UP.EDU.PH or GMAIL ACCOUNT'. Below this, there are links for logging in as 'OVCSA staff', 'SAGA Supervisor', 'Clearance Admin', 'Dorm Manager', and 'SLC Admin'. To the right of the modal is a 'Reminders' section with information about OSAM accounts, account problems, and e-UP/UP Mail.

The screenshot shows the top navigation bar of the website. It includes the text 'University of the Philippines Los Baños Office of the Vice Chancellor for Student Affairs'. Below this are navigation links for 'About OVCSA' and 'Downloads'. On the right side, there is a user profile icon and a dropdown menu with the following options: 'Profile', 'Orgs', 'Clearance', 'Dorm', 'Study Permit', and 'Log out'. The 'Dorm' option is highlighted in green.

- 5.4. Check and update your profile information if necessary.
 - 5.5. Fill-out the form.
 - 5.6. Upload your requirements.
 - 5.7. Wait for your requirements to be checked by an OSH representative.
 - 5.8. Wait for the approval of your application.
 - 5.9. Request for a Statement of Account (SOA) from the dorm head or dorm manager.
 - 5.10. Pay the bill (payment details found at the bottom of this document) and upload your receipt.
 - 5.11. Check-in at the dorm and bring the hard copy of your requirements.
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6. Deadline of payment of 1st-month dormitory fees is on the 2nd day of classes or check-in (whichever is applicable).



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- 6.1. For new applicants, initial payment includes reservation fee and key deposit.
These both can be deducted from the resident's last month's dorm payment before permanent check-out.
- 6.2. Please be reminded to always keep an extra copy of your actual dorm receipts.
- 6.3. No refund will be allowed for cancellation of applications during any step of the process.
7. Reservations can be cancelled until 4:00 PM on 12 January 2025 (Saturday). After this period, the reservation becomes final, and the first month's dorm payment will be the resident's responsibility, regardless of whether they have checked in.
Cancellations made after 12 January 2025, will require the resident to first settle their payment and then submit a cancellation request letter to the OSH Director. Please be advised that transfers between dormitories are not allowed.
8. Last day of check-in (unless with notice to the dorm management for late check-in) is until 01 February 2025 (Saturday). No-show reservations will be automatically cancelled by the dorm management. Students with accountabilities from the 1st month (as mentioned in #7) will not be given clearance by the Office of Student Housing and may have a hold in AMIS, once a feature is available.
9. A copy of Form 5 or a screenshot of the SAIS account with enrolled classes must be submitted to the respective dorm manager or heads as soon as available.
10. All messages should be made within office hours (Monday – Friday, 8:00 AM – 5:00 PM).
11. 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). For this 2nd semester AY 2024-2025, dorm accommodation period is from **20 January to 06 June 2025**.
12. A new set of applications will open for each academic term (per semester or Midyear).
13. Please refer to the Residence Hall Agreement for the comprehensive dorm policies.

Acknowledgment of Guidelines

I, _____, have read and understood the guidelines provided. I agree to follow these terms and commit to adhering to the outlined policies and procedures.

Signature: _____