



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 MIDYEAR APPLICATIONS As of 30 April 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 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. Schedule of reservations will be posted via the Office of Student Housing Facebook page (<https://www.facebook.com/uplbosh>).

3. 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 1st semester, except IH, accept both undergraduate and graduate students.*

***The dormitories are inclusive of students from the LGBTQ+ community. Transgender students may apply to the dormitory they are comfortable with, provided with proper coordination with the dormitory head.*



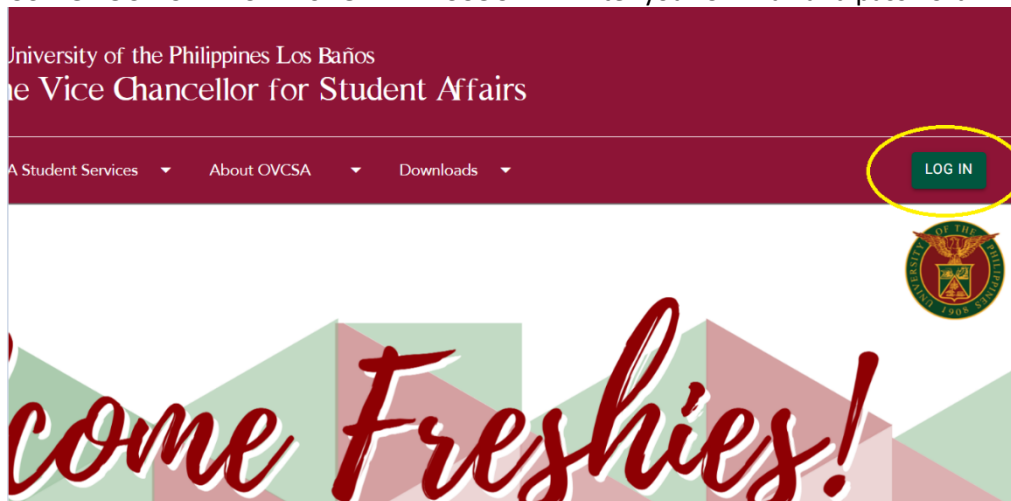
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4. Requirements for application (Spaces for signature of dorm head should be left blank)
 - 4.1. Updated personal information in OSAM system
 - 4.2. For undergraduate students:
 - 4.2.1. Residence Hall Agreement – UPDATED AS OF APRIL 2024 (date signed by the student and parent must be from April 2024 onwards)
Download: <https://uplbosa.org/download/osh-rha>
 - 4.2.2. Waiver and Quitclaim (signed by the student and parent) – DOUBLE CHECK THE DATES INPUTTED
Download: https://drive.google.com/file/d/11fqrooXl7mAz-fbY_SLMEObD-jD3rpbG/view
 - 4.2.3. Parent’s government-issued ID with visible signature of parent who signed the RHA and Waiver
 - 4.3. For graduate students:
 - 4.3.1. Residence Hall Agreement (signed by the student)
Download: <https://uplbosa.org/download/osh-rha>
5. Dorm Online Application Process
 - 5.1. Go to <https://ovcsa.uplb.edu.ph/>.
 - 5.2. 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.



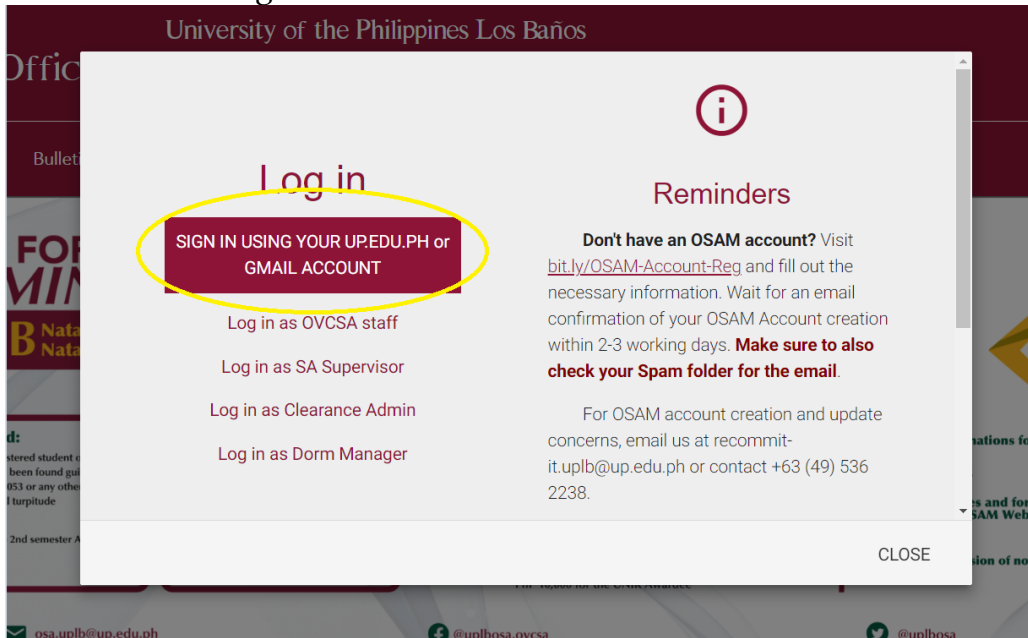


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- 5.3. Once logged in, hover mouse over your profile picture then click “Dorm” (accessible only during dorm reservations).



- 5.4. Check and update your profile information if necessary.
5.5. Fill-out the form
5.6. Request for a Statement of Account (SOA) from the dorm head.
5.7. Pay the bill (payment details found at the last page of this document).
5.8. Upload your requirements including a copy of your receipt.
5.9. Wait to be given a room by the dorm wherein you applied to.
5.10. Check-in at the dorm and bring the hard copy of your requirements (if needed).



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6. Payment for the whole Midyear period will be required during reservation.
 - 6.1. Make sure that you will indeed be staying in the dormitory before paying. All dorms will be open for accommodation during Midyear and thus there are lots of available slots.
 - 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. Last day of check-in (unless with notice to the dorm management of their late check-in) is until 3 July 2024 (Wednesday). No-show reservations will be cancelled by the dorm management.
8. Copy of Form5 or screenshot of SAIS account with enrolled classes must be submitted as soon as available.
9. All messages should be made within office hours (Monday – Friday, 8:00 AM – 5:00 PM).
10. Dorm accommodations per term 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 Midyear, dorm accommodation period is from **20 June 2024 until 3 August 2024**.
11. A new set of applications will open for each academic term (per semester or Midyear).
12. Please refer to the Residence Hall Agreement for the comprehensive dorm policies.

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 PAYMENT¹ (through Link.BizPortal)

1. Get a Statement of Account (SOA) from the dorm management.
2. Go to 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

¹Please note that payments through GCash are not accepted and Land Bank of the Philippines will charge a transaction fee.