# UA&P
# User Guide

Student: How to Enroll

**User Guide Version Control**

| User Guide ID | Version | Description | Date Created | Date Released |
|---|---|---|---|---|
| UAP_UG_CLT_ENR_TRN - Enrolment V1 11102020 | 1 | Initial Release | Nov 11, 2020 | Nov 16, 2020 |
| UAP_UG_CLT_ENR_TRN - Enrolment V2 12142020 | 2 | 1. Added User Guide Version Control.<br>2. Added Definition of Terms.<br>3. Added Gender in the Register Course Page *(screen)*.<br>4. Removed the minimum allowable units *(description)*<br>5. Added description for course advising.<br>6. Changed step 4: Upload Proof of Payment to Payment *(screen and description)*.<br>7. Changed the screen for Unionbank credit card online payment form. | Dec 14, 2020 | |
| UAP_UG_CLT_ENR_TRN - Enrollment V3 08132021 | 3 | 1. Update screens of the Dashboard.<br>2. Update screen and added note for the Assessment tab.<br>3. Update screen confirmation messages.<br>4. Update screen and added note for Payment Card.<br>5. Added a note that a student can apply the remaining amount in other account payables rather than tagging it as excess payment. | Aug 13, 2021 | Nov 25, 2021 |

**UA&P**
**Student Portal: Enrollment**

Features:
1. Enlist Courses
2. Confirm Section
3. Select Payment Scheme
4. Payment
   - Online Payment *(Dragonpay and Unionbank Credit Card)*
   - Upload Proof of Payment *(Bank Transfer: UA&P BPI and Unionbank Accounts, and EmailPay)*
5. Print Registration Certificate

**Definition of Terms**

| Term | Definition |
|---|---|
| Allowable Units | Curriculum-based number of units for the semester |
| Assessment | Computation of the tuition fee based on the enlisted courses |
| Co-Requisite | A course, which is taken at the same time as another paired course. |
| Course | A subject |
| Course Advising | The course advising lists the courses a student is allowed to enlist in based on the student's academic status. |
| Course Code | A short code to abbreviate and identify the course |
| Course Equivalency | Equivalent course from another curriculum |
| Course Title | The short description of the course |
| Enlistment | The registration process of a student into a specific course section |
| Maximum Allowable Units | School-based maximum number of units the student can enroll in every semester |
| Pre-Enlistment | The selection of preferred courses prior to Enlistment |
| Pre-Requisite | A required course that the student must take before being allowed to take another course. |
| Program | Title of a degree that a college/school offers. Relates to several curriculums. |
| Register Course | Enlistment to a course / section |
| Scholarship | A grant or tuition subsidy given to a student |
| Scholarship Discount | The amount to be deducted from the student's assessment |
| Year Level | Specific Academic Level within the Academic Group |

**1. Student: How to enroll**

| Title | Student: How to enroll thru UA&P Student Portal |
|---|---|
| View | Student |
| Intended for | Students who are allowed to enroll by the school admin |

| Action / Description | Screen |
|---|---|
| 1. Launch the UA&P Student Portal website [https://prod-student.uap.asia/login](https://prod-student.uap.asia/login)<br><br>2. Fill out the **Email** (use your UA&P email), and **Password**, and click the **Login** button.<br><br><br>*The student can use* 💬 *to report if the student encounters: "Email address is not registered in the system".* |  |

The system launches the **UA&P Student Portal Dashboard.** Kindly review the Student Profile shown in the dashboard, if there's information that needs to be corrected, the student may use

to report the information that needs to be changed. **The Year Level and Program are critical information in the enlistment process.**

3. Click the **ENROLL NOW** button on the **Currently Enlisted Classes** card.

The ENROLL NOW button is available for students who are allowed to enroll by the School Admin. The student may also click the **ENROLLMENT** menu to select classes.

Click        to report if the ENROLL NOW button is not visible.

*The system launches the* ***Register Courses to Enroll*** *page. Kindly review the Student Information shown. If there's information that needs to be corrected, the student may use*

 *to report the information that needs to be changed. The* ***Year Level, Program, and Curriculum Year, Batch Code are critical information in the enlistment process.***

4. Click the **Register Free Section** button.



UA&P | UNIVERSITY OF ASIA AND THE PACIFIC ≡ ENROLLMENT   👤 Jose S. Cruz ⌄

DASHBOARD
ENROLLMENT
PAYMENTS +
PRINT REGISTRATION CERTIFICATE
VIEW GRADES

**Register Courses to Enroll**
Student Number: **214091**
Student Name: **Cruz, Jose Santos**
Gender: **Male**
Term / SY: **1st Sem 2021-2022**
Year Level: **1**
Program: **JD**
Curriculum Year: **2020**
Batch Code: **JD-JD-1**
Allowable Units: **19** [Maximum Allowable Units: **27**]

Registration | Assessment

Register Free Section

The system displays the list of courses that the student can enlist in. The number of courses displayed in the list is based on the student's allowable units to enroll. It will only display all courses with no passing grade, satisfy the pre-requisite, and with available slots for the class offering. The allowable units to enroll in are based on the student's curriculum. **The maximum allowable units to enroll is 27 units.**

5. Click the **Enlist** button to display all schedules available for the selected course.

The student can enlist in as many classes as the student wants as long as the student does not exceed the Maximum Allowable Units to enroll, which is 27 units. If the student wants to enroll beyond 27 units, the

student may use 💬 to create a request to overload or if the student wishes to enlist in a course that is not included in the course advising.

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**UA&P** UNIVERSITY OF ASIA AND THE PACIFIC   ☰   **ENROLLMENT**

- 🗠 DASHBOARD
- 📄 ENROLLMENT
- ☰ PAYMENTS    +
- ● PRINT REGISTRATION CERTIFICATE
- 📄 VIEW GRADES

**Register Courses to Enroll**

Student Number: **214091**
Student Name: **Cruz, Jose Santos**
Gender: **Male**
Term / SY: **1st Sem 2021-2022**
Year Level: **1**
Program: **JD**
Curriculum Year: **2020**
Batch Code: **JD-JD1**
Allowable Units: **19** [Maximum Allowable Units: **27**]

**Registration**   Assessment

**Register Free Section**

**Prescribed Courses**

| Course Code | Course Title | Units | Actions |
|---|---|---|---|
| JDITL1 | Introduction to Law | 1 | Select Schedule |
| JDPFR1 | Persons and Family Relations | 4 | Select Schedule |
| JDCONI1 | Constitutional Law I | 3 | Select Schedule |
| JDCRMI1 | Criminal Law I | 3 | Select Schedule |
| JDSTAT1 | Statutory Construction | 2 | Select Schedule |
| JDPHIL1 | Philosophy of Law | 2 | Select Schedule |
| JDLRLW1 | Legal Research and Legal Writing | 3 | Select Schedule |
| JDLEGP1 | Legal Profession | 1 | Select Schedule |

**Enlisted Courses**

Select the courses you want to enroll.

| | |
|---|---|
| *The system displays the list of available classes for the selected course.*<br><br>6. Click the **Select** button to enlist in the class.<br><br>*The Select button is not clickable if the Remarks of the class are listed as **Conflict** or **Closed.*** | **Select Class Schedule**<br><br>Course Code: **JDITL1**<br>Course Title: **Introduction to Law**<br><br>See table below |

**Select Class Schedule**

Course Code: **JDITL1**
Course Title: **Introduction to Law**

| Section Code | Units | Time Slot | Term | Enrollment Details | Remarks | Action |
|---|---|---|---|---|---|---|
| JDITL1-1JD2 | 1 | Thu (06:00 PM - 07:00 PM) | Full Term | Class Size: **30**<br>Enlisted: **20**<br>Enrolled: **19** | Okay to Enroll | Select |
| JDITL1-1JD1 | 1 | Thu (06:00 PM - 07:00 PM) | Full Term | Class Size: **30**<br>Enlisted: **19**<br>Enrolled: **19** | Okay to Enroll | Select |

CLOSE

*All the enlisted classes will be added to the **Enlist Courses** table on the right side of the page. The student may click the **Deselect** button if the student wants to remove the class.*

7. Click the **Confirm** button to save the enlisted courses.

*There's no minimum number of units to enlist, the student no longer needs to apply for underload.*

*The student may change the enlistment record as long as the student status is: **Enlisted** and with no payment made to the enlistment record yet. If the student status was changed to **Enrolled**, the student can no longer make changes in the enlistment record. The enrolled student can still request to drop/add a course using* .

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UA&P | UNIVERSITY OF ASIA AND THE PACIFIC   ≡   **ENROLLMENT**

- 📈 DASHBOARD
- 📄 ENROLLMENT
- 🟰 PAYMENTS  +
- ⚙ PRINT REGISTRATION CERTIFICATE
- 📄 VIEW GRADES

**Register Courses to Enroll**

Student Number: **214091**
Student Name: **Cruz, Jose Santos**
Gender: **Male**
Term / SY: **1st Sem 2021-2022**
Year Level: **1**
Program: **JD**
Curriculum Year: **2020**
Batch Code: **JD-JD1**
Allowable Units: **19** [Maximum Allowable Units: **27**]

[CONFIRM] [PRINT]

Registration | Assessment

[Register Free Section] [Delete Registered Section]

**Prescribed Courses**

| Course Code | Course Title | Units | Actions |
|---|---|---|---|
| JDITL1 | Introduction to Law | 1 | |
| JDPFR1 | Persons and Family Relations | 4 | |
| JDCONI1 | Constitutional Law I | 3 | |
| JDCRMI1 | Criminal Law I | 3 | |
| JDSTAT1 | Statutory Construction | 2 | |
| JDPHIL1 | Philosophy of Law | 2 | |
| JDLRLW1 | Legal Research and Legal Writing | 3 | Select Schedule |
| JDLEGP1 | Legal Profession | 1 | Select Schedule |

**Enlisted Courses**

| Section Details | Term | Section | Units | Remarks | Actions |
|---|---|---|---|---|---|
| **Course Code:** JDITL1 **Course Title:** Introduction to Law **Schedule:** Thu (06:00 PM- 07:00 PM) | Full Term | 1JD2 | 1 | Okay to Enroll | Deselect |
| **Course Code:** JDPFR1 **Course Title:** Persons and Family Relations **Schedule:** Thu (07:00 PM - 09:00 PM) Sat (03:00 PM - 05:00 PM) | Full Term | 1JD2 | 4 | Okay to Enroll | Deselect |
| **Course Code:** JDCONI1 **Course Title:** Constitutional Law I **Schedule:** Tue (06:00 PM - 09:00 PM) | Full Term | 1JD2 | 3 | Okay to Enroll | Deselect |
| **Course Code:** JDCRMI1 **Course Title:** Criminal Law I **Schedule:** Sat (10:00 AM - 01:00 PM) | Full Term | 1JD2 | 3 | Okay to Enroll | Deselect |
| **Course Code:** JDSTAT1 **Course Title:** Statutory Construction **Schedule:** Wed (07:00 PM - 09:00 PM) | Full Term | 1JD2 | 2 | Okay to Enroll | Deselect |
| **Course Code:** JDPHIL1 **Course Title:** Philosophy of Law **Schedule:** Fri (05:30 PM - 07:30 PM) | Full Term | 1JD2 | 2 | Okay to Enroll | Deselect |

Total Units: 15

| *The system asks for confirmation.*<br><br>8. Click the **YES** button.<br><br>*The system shows confirmation of the successful enlisted courses. "You have successfully enlisted in these courses. Please proceed to payment."* |  |
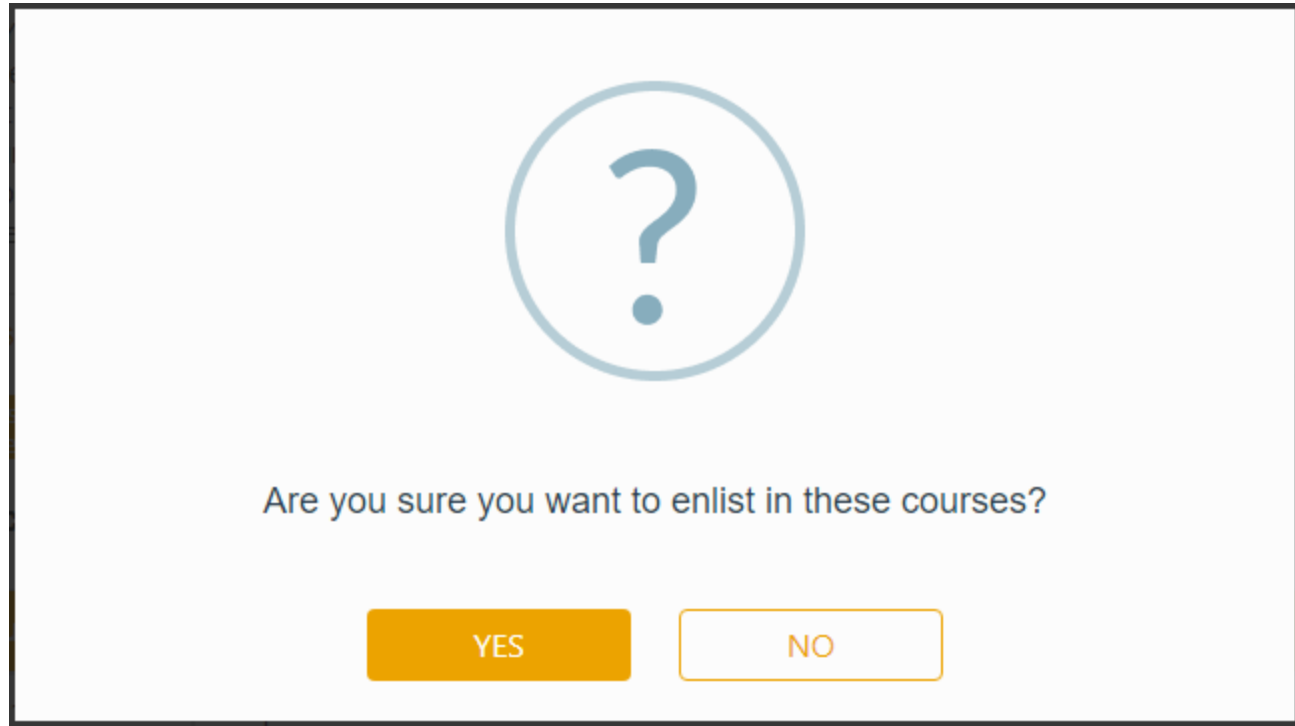
*The system displays the **Assessment** tab.*

*By default, the selected scheme is A. But the student may change the selected payment scheme as long as the student status is: Enlisted and there's no submitted proof of payment. If the student status was changed to Enrolled, the student can no longer change the selected payment scheme.*

9. Click the ⬭ button to select the payment scheme and click the **PAY NOW** button.

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**ENROLLMENT**

- DASHBOARD
- ENROLLMENT
- PAYMENTS +
- PRINT REGISTRATION CERTIFICATE
- VIEW GRADES

**Register Courses to Enroll**

Student Number: 214091
Student Name: Cruz, Jose Santos
Gender: Male
Term / SY: 1st Sem 2021-2022
Year Level: 1
Program: JD
Curriculum Year: 2020
Batch Code: JD-JD1
Allowable Units: 19 [Maximum Allowable Units: 27]

[PAY NOW] [PRINT]

Registration | Assessment

**List of Enlisted Courses**

| Course Information | Term | Section | Schedule | Units |
|---|---|---|---|---|
| JDCRMI1<br>Criminal Law I | Full Term | 1JD2 | Sat 10:00AM - 01:00PM @ NR99 | 3 |
| JDPHIL1<br>Philosophy of Law | Full Term | 1JD2 | Fri 05:30 PM - 07:30 PM @ NR101 | 2 |
| JDITL1<br>Introduction to Law | Full Term | 1JD2 | Thu 06:00PM - 07:00PM @NR101 | 1 |
| JDCONI1<br>Constitutional Law I | Full Term | 1JD2 | Tue 06:00PM - 09:00PM @NR101 | 3 |
| JDPFR1<br>Persons and Family Relations | Full Term | 1JD2 | Thu 07:00PM - 09:00PM @ NR101<br>Sat 03:00PM - 05:00PM @ NR101 | 4 |
| JDSTAT1<br>Statutory Construction | Full Term | 1JD2 | Wed 07:00PM - 09:00PM @ NR101 | 2 |
| | | | **Total Units:** | **15** |

**Assessment Details**

◉ Scheme A  ○ Scheme B  ○ Scheme C

You can no longer change the Payment Scheme if the student has a pending payment or once the student is already enrolled.

| Fee Code | Description | Assessed Amount |
|---|---|---|
| 1) TF | Tuition Fee | 59,115.00 |
| 2) ICTFEE | ICT Fee | 1,400.00 |
| 3) JOUFEE | Journal Fee | 1,218.00 |
| 4) ENEFEE | Energy Fee | 500.00 |
| 5) LIBFEE | Library Fee | 5,760.00 |
| 6) ORFEE | Orientation Fee | 2,250.00 |
| 7) REGFEE | Registration Fee | 1,000.00 |
| 8) STDHBOOK | Student Handbook | 578.00 |
| 9) UFUND | Unitas Fund | 220.00 |
| 10) STUDID | Student ID | 284.00 |
| | **ASSESSED AMOUNT** | 72,325.00 |
| | **AMOUNT DUE** | **72,325.00** |

| | |
|---|---|
| *The system shows the list of* **UA&P Accounts**, *which are the payment options the student can choose from to pay the enrollment fees.*<br><br>10. Click the **CLOSE** button. | **UA&P Accounts**<br><br>**BPI Peso Current Account (Online Bank Fund Transfer / Over the Counter)**<br>**Account Name:**    University of Asia and the Pacific Foundation, Inc.<br>**Account No.:**    0201-0414-73<br><br>**UnionBank Peso Current Account (Online Bank Fund Transfer / Over the Counter)**<br>**Account Name:**    University of Asia and the Pacific Foundation, Inc.<br>**Account No.:**    0008-8002-1287<br><br>**Online Payment**<br>**Dragonpay** (Online Banking, Over the Counter, ATM, Non-Bank/Non-Traditional)<br><br>**Bills Payment**<br>**UnionBank** (Online Banking, Mobile and Over the Counter)<br><br>**Email Pay**<br>**Via Global Pay Email Facility Visa, Mastercard, JCB**<br><br>CLOSE |

*The student will redirect to the* ***UA&P Student Portal Dashboard.*** *The enrollment process shows that the student is now at* ***Step 4: Payment***

*The student can pay the Enrollment fee through:*

***Online Payment***
1. *Dragonpay payment channel*
2. *Online Payment - Credit Card*

***Upload Proof of Payment*** *(Bank Transfer through UA&P BPI and Unionbank accounts, BPI Bills Payment, and Email Pay).*

*The student may click* ➤ *to expand the breakdown of particulars.*

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≡ **DASHBOARD**

**STUDENT PROFILE**

| | STUDENT INFORMATION<br>CRUZ,<br>JOSE S.<br>214091<br>[Enlisted] | YEAR LEVEL<br>1 | PROGRAM<br>JD<br>Juris Doctor | TERM / SCHOOL YEAR<br>1st Sem<br>2021-2022 |

**ENROLLMENT PROCESS** ↻

①────②────③────④────⑤
Select Classes — Select Payment Scheme — Assessment of Fees — Payment — Print Registration Certificate

**Payment**

‹ ›

You have been enlisted. Please proceed to payment.

**PAYABLES**                                    [Upload Proof of Payment] [Online Payment]

| PARTICULARS | AMOUNT DUE | REMARKS |
|---|---|---|
| › Enrollment (1st Sem 2021-2022) | ₱ 73,825.00 | |
| TOTAL | ₱ 73,825.00 | |

The student can upload proof of payment through the **_DASHBOARD: PAYMENT_** card or **_PAYMENTS Menu: PAY NOW_**.

**_A. Online Payment - Dragonpay_**

11. Click the **Online Payment** button.

**_B. Online Payment - Credit Card_**

12. Click the **Online Payment** button.

**_C. Upload Proof of Payment - Bank Transfer_**

13. Click the **Upload Proof of Payment** button.

**Dashboard: Payment Card**



**PAYMENTS Menu: PAY NOW**

### A. *Online Payment - Dragonpay*

*The system displays the Online Payment Form. The student may select any payment channel **except for Credit Card** if the student wants to pay through Dragonpay.*

*The student should enter an amount above before selecting a payable.*

14. Fill out the form and click the **Pay Now** button.

*The student can also pay outstanding balances and adjustments in the Online Payment.*

*The system will notify the student if there's still an amount that can be applied to other payables, with the message, "You still have (amount) that can be applied to your payables."*

*If the student has a remaining balance from the previous term, the system will disable the checkbox for the current payables, the student should pay the remaining balance first before proceeding with the current payables.*

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**Online Payment**                                              ✕

**Amount** *

44,295.00

**Email** *

test-jose.cruz@uap.asia

**Remaining Applicable Amount**

0.00

**Payment Channel** *

Test Bank Online                                       ⌄

| | Particulars | Amount Due | Applied Amount | Balance | Term / School Year |
|---|---|---|---|---|---|
| ☑ | Upon Enrollment | 44,295.00 | 44,295.00 | 0.00 | 1st Sem 2021-2022 |
| ☐ | 2nd Installment | 29,530.00 | 0.00 | 29,530.00 | 1st Sem 2021-2022 |

Use your Bogus Bank Online Banking account to make a payment (TEST ONLY).
Additional processing fee of Php25.00 will be added to your payment.

[ Pay Now ]

*This is an example of the Dragonpay Online Payment Instructions. The student must follow all the steps indicated in the payment instructions. Failing to follow the payment instructions or skipping steps will result in unsuccessful transactions.*

*An Incomplete Process will require the student to contact Dragonpay for the manual posting of payment.*

# @dragonpay

**PAYMENT INSTRUCTIONS**

**Total Due**
## PHP 44,320.00
Status: PENDING

| | |
|---|---|
| Bank: | **BogusBank** |
| Ref No: | **A9E5PFS7** |
| Acct No: | **1678005430** |
| Acct Name: | **Dragonpay Corporation** |
| Acct Type: | **Peso Checking** |
| Amount: | **PHP 44,320.00** |
| Description: | **214091/CRUZ, JOSE SANTOS/DP1** |
| Deadline: | **Friday, Aug 13, 2021 - 9:25 PM** |

## Step 1: Pay

1. Fill-up a regular deposit slip and pay exact amount in **CASH** only.
2. Note that some banks may charge a *handling fee* for deposits in their provincial branches. Please read our blog entry regarding this.

## Step 2: Validate [>> IMPORTANT <<]

1. When deposit is completed, click on this link (https://test.dragonpay.ph/Bank/ConfirmDeposit.aspx?refno=QXJHD7E7&procid=BOG) and fill up the details within the same day to validate.

## Step 3: Confirmation

1. Payments are processed at end of the day.
2. We will send a confirmation email to you once processed. If you do not receive one by noon time of the next day, you may call, email, open a support ticket or chat with our Customer Support.

**General Rules**

- Pay the exact amount indicated above. Excess portion of your payment is forfeited. Payments less than the amount due will not be processed.
- If you are paying for multiple Dragonpay reference numbers, pay separately for each reference number. Do not lump them into a single transaction.
- Make sure to get a reference number first before paying. A Dragonpay reference number can only be used once.
- If you made a short payment by mistake, do not try to correct it by making another bills payment with the same reference no.
- Contact us immediately if you made a mistake in your payment.
- For product-specific inquiries or questions regarding the status of your order, please contact the merchant directly.

*The Online Banking Login page will be displayed. The login page may vary depending on the selected payment channel. The steps also vary depending on the selected payment channel.*

15. Fill in the **Login ID** and **Password** and click the **Continue** button.

**Online Payment Instruction (Ref No: A9E5PFS7)**

BOGUSBANK    @dragonpay

Ref# A9E5PFS7 : PHP44,320.00 for 214091/CRUZ, JOSE SANTOS/DP1@40621

Login Id    [                ]
Password  [                ]

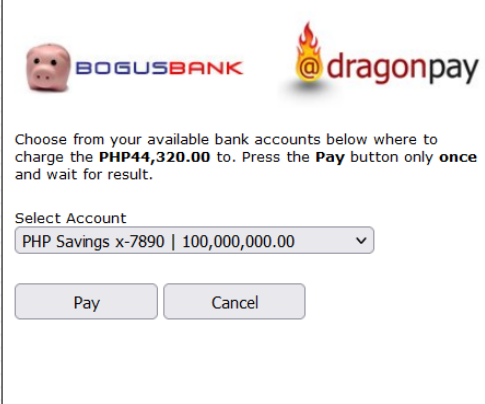[ Continue ]    [ Cancel ]

What is this?

Customer Support

| | |
|---|---|
| *The student will be asked to choose an account.*<br><br>16. Select Account and click the **Pay** button. | **Online Payment Instruction (Ref No: A9E5PFS7)**<br><br>**BOGUSBANK** **@dragonpay**<br><br>Choose from your available bank accounts below where to charge the **PHP44,320.00** to. Press the **Pay** button only **once** and wait for result.<br><br>Select Account<br>[ PHP Savings x-7890 \| 100,000,000.00 ⌄ ]<br><br>[ Pay ]   [ Cancel ]<br><br>Customer Support |
| *Dragonpay informs the user that the payment was successfully processed.*<br><br>*The student may now proceed with the printing of the Registration Certificate.* | **Online Payment Instruction (Ref No: A9E5PFS7)**<br><br>**@dragonpay**<br><br>Reference No [ A9E5PFS7 ]<br>Status [ S ]<br>Message [ [000] BOG Reference No: 20210813200826 #A9E5PFS7 ]<br><br>Your payment was successfully processed.<br><br>Customer Support |

## B. *Online Payment - Credit Card*

*The system displays the Online Payment Form. The student should select **Credit Card** as the Payment Channel.*

17. **Fill out** the form, select **Credit/Debit Cards** as the payment channel and choose the Card Type, and click the **Pay Now** button.

*The system will notify the student if there's still an amount that can be applied to other payables, with the message, "You still have (amount) that can be applied to your payables."*

*If the student has a remaining balance from the previous term, the system will disable the checkbox for the current payables, the student should pay the remaining balance first before proceeding with the current payables.*

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**Online Payment**

**Amount** *
44,295.00

**Email** *
test-jose.cruz@uap.asia

**Remaining Applicable Amount**
0.00

**Payment Channel** *
Credit/Debit Cards (Visa/Mastercard Cards)

| | Particulars | Amount Due | Applied Amount | Balance | Term / School Year |
|---|---|---|---|---|---|
| ☑ | Upon Enrollment | 44,295.00 | 44,295.00 | 0.00 | 1st Sem 2021-2022 |
| ☐ | 2nd Installment | 29,530.00 | 0.00 | 29,530.00 | 1st Sem 2021-2022 |

**Card Type** *
Local

Additional processing fee of Php802.31 will be added to your payment.

**Billing Information**

**Address Line 1** *
Malanday Street

**City** *
San Mateo

**Country** *
Philippines

**State/Province** *
Rizal

**Zip/Postal Code** *
1850

**Pay Now**

*The system displays the Payment Details form.*

18. **Fill out** the form and click the **Pay** button.

UA&P | UNIVERSITY OF ASIA AND THE PACIFIC

**Payment Details** 🔒

* Required field

**Card Type ***

○ VISA Visa          ○ Mastercard Mastercard

**Card Number ***

**Expiration Month *** Month ⌄     **Expiration Year *** Year ⌄

This code is a three or four digit number printed on the back or front of credit cards.

**CVN ***

Cancel          Pay

**Your Order**

Total amount
₱45,097.31

*The system displays the Receipt. The student may now proceed with the printing of the Registration Certificate.*

**UA&P** UNIVERSITY OF ASIA AND THE PACIFIC

## Receipt

Date: 13-08-2021
Order Number: 0E2INOLU

**Billing Information**

Jose Cruz
Malanday Street
San Mateo
Rizal
1850
Philippines

**Payment Details**

| | | |
|---|---|---|
| | | **Total amount** ₱45,097.31 |
| Card Type | Visa | |
| Card Number | xxxxxxxxxxxx1111 | |
| Expiration Date | 09-2026 | |

Please keep a copy of this receipt for your records

Print                                                Return to Website

## C. Upload Proof of Payment

*The system displays the **Upload Proof of Payment** form.*

*The Reference No. should be Unique, the system will not allow the student to upload a proof of payment if it already exists.*

19. Fill out the form and click the **Click to upload** button.

*The student can also pay outstanding balances and adjustments in the Upload Proof of Payment.*

**Upload Proof of Payment**                                                                              ✕

**Proof of Payment Details** *

| # | Reference No. | Bank Name | Amount | Payment Date | Actions |
|---|---|---|---|---|---|
| 1 | PGDKEBDY | BPI ⌄ | 44,295.00 | 📅 8/13/2021 | Click to upload |

**Total Amount**

44,295.00

**Remaining Applicable Amount**

0.00

**Payment Details**

**Mode of Payment** *

Bank Transfer ⌄

**Date**

08/13/2021

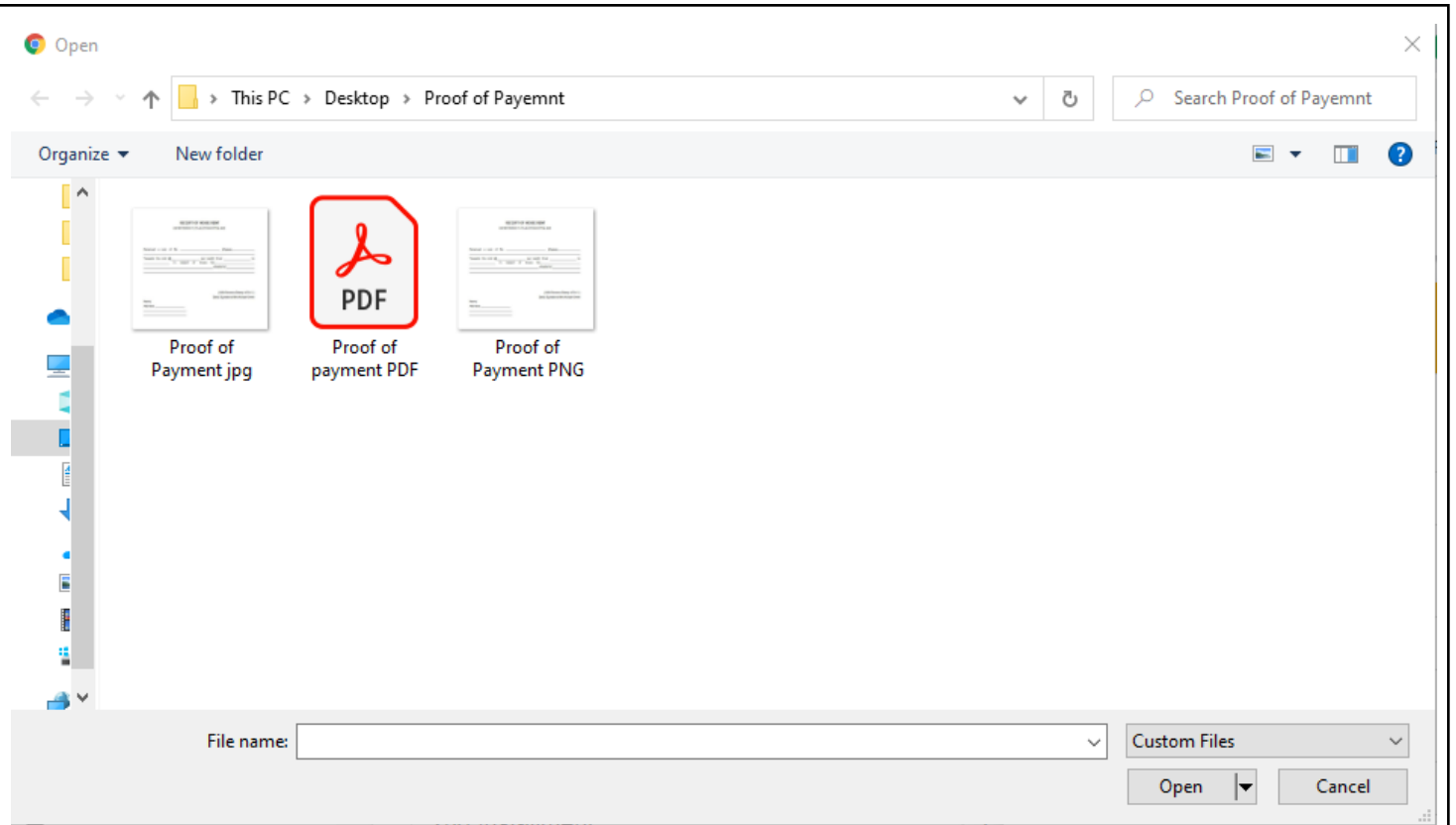| | Particulars | Amount Due | Applied Amount | Balance | Term / School Year |
|---|---|---|---|---|---|
| ☑ | Upon Enrollment | 44,295.00 | 44,295.00 | 0.00 | 1st Sem 2021-2022 |
| ☐ | 2nd Installment | 29,530.00 | 0.00 | 29,530.00 | 1st Sem 2021-2022 |

ℹ **Notes:**
- Accepted file types include PDF, Image (.jpg, .png)
- File should not exceed 2mb.

SUBMIT    CLOSE

*The Upload document window is displayed.*

20. Select a file to upload and click the **Open** button.

*The Upload Proof of Payment form displays the Uploaded file.*

21. Click the **SUBMIT** button.

*The system will notify the student if there's still an amount that can be applied to other payables, with the message, "You still have (amount) that can be applied to your payables."*

*If the student has a remaining balance from the previous term, the system will disable the checkbox for the current payables, the student should pay the remaining balance first before proceeding with the current payables.*

## Upload Proof of Payment

**Proof of Payment Details** *

| # | Reference No. | Bank Name | Amount | Payment Date | Actions |
|---|---|---|---|---|---|
| 1 | PGDKEBDY | BPI | 44,295.00 | 8/13/2021 | Proof of Payment.png |

**Total Amount**

44,295.00

**Remaining Applicable Amount**

0.00

**Payment Details**

**Mode of Payment** *

Bank Transfer

**Date**

08/13/2021

| | Particulars | Amount Due | Applied Amount | Balance | Term / School Year |
|---|---|---|---|---|---|
| ☑ | Upon Enrollment | 44,295.00 | 44,295.00 | 0.00 | 1st Sem 2021-2022 |
| ☐ | 2nd Installment | 29,530.00 | 0.00 | 29,530.00 | 1st Sem 2021-2022 |

🛈 **Notes:**
- Accepted file types include PDF, Image (.jpg, .png)
- File should not exceed 2mb.

SUBMIT    CLOSE

The system notifies the student of the successful submission of the proof of payment. "You have successfully submitted proof of payment. Please wait for verification!"

The payment card in the dashboard shows the uploaded proof of payment with status listed as **Open Transaction.** The student may delete the uploaded file as long as the status is listed as **Open Transaction.**

The student may also upload more than 1 file if more than 1 payment has been made, but take note that no duplicates are allowed for uploading the proof of payment with the same Reference Number.

The student should wait for the status to change to **Approved.** Refrain from uploading multiples of the same file to avoid delays in the approval process of the Admin.

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**UA&P** | UNIVERSITY OF ASIA AND THE PACIFIC    ☰    **DASHBOARD**                                                    👤 Jose S. Cruz ⌄

📊 DASHBOARD
📄 ENROLLMENT
🚋 PAYMENTS    +
⬤ PRINT REGISTRATION CERTIFICATE
📄 VIEW GRADES

**STUDENT PROFILE**

| | STUDENT INFORMATION | YEAR LEVEL | PROGRAM | TERM / SCHOOL YEAR |
|---|---|---|---|---|
| | **CRUZ, JOSE S.** 214091 Enlisted | 1 | **JD** Juris Doctor | **1st Sem** 2021-2022 |

**ENROLLMENT PROCESS**    🔄

① Select Classes —— ② Select Payment Scheme —— ③ Assessment of Fees —— ④ Payment —— ⑤ Print Registration Certificate

**Payment**

‹  ›

Payment has been submitted. The administrator needs to verify your uploaded file. This may take awhile, please come back on the next business day. Thank you!    ⊗

**PAYABLES**                                                                    [Upload Proof of Payment] [Online Payment]

| | PARTICULARS | AMOUNT DUE | REMARKS |
|---|---|---|---|
| › | Enrollment (1st Sem 2021-2022) | ₱ 73,825.00 | Ref. No: **PGDKEBDY** / Bank: **BPI** Open Transaction ✕ |
| | **TOTAL** | ₱ 73,825.00 | |

| | |
|---|---|
| *The student may also **check the status** of the submitted proof of payment thru the **PAYMENTS Menu: UPLOADED PROOF OF PAYMENT**.* |  |
| *The enrollment process journey is gone because of the approved Upon Enrollment payment. The student can now **Print Registration Certificate**.*<br><br>22. Click **PRINT REGISTRATION CERTIFICATE** in the menu. |  |

*The system displays the student **Registration Certificate** in PDF format.*

23. Click 🖨 to print the Registration Certificate.

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registration-certificate-2021-08-13_07:08:36 - Google Chrome

ⓘ blob:https://student-test.uap.asia/eb2f0068-4c1a-4ccc-95b5-976cfad28e8c

☰  registration-certificate-2021-08-13_07:08:36        1 / 1    —  100%  +   🔲 ↻                    ⬇ 🖨 ⋮

**UNIVERSITY OF ASIA AND THE PACIFIC**

Print Date / Time: 2021-08-13 07:08:39 PM
Enlistment Date: 08-13-2021 / Printed by: jose.cruz@uap.asia

**REGISTRATION CERTIFICATE**

Registration Certificate No.: 40619

Registration Certificate No.40619

Student: **[214091] Cruz, Jose Santos**
Program: **JD**                    Specialization: **Juris Doctor**                    Batch: **2021**

Semester / Term: **First Semester**        SY: **2021 - 2022**              Date: **08-13-2021**           Payment Scheme: **B**

| SUBJ CODE | SUBJECT TITLE | UNITS | SECTION | LABORATORY FEE | TUITION |
|---|---|---|---|---|---|
| | Added Subjects | | | | |
| JDITL1 | Introduction to Law | 1.00 | 1JD2 | 0.00 | 3,941.00 |
| JDPFR1 | Persons and Family Relations | 4.00 | 1JD2 | 0.00 | 15,764.00 |
| JDCONI1 | Constitutional Law I | 3.00 | 1JD2 | 0.00 | 11,823.00 |
| JDCRMI1 | Criminal Law I | 3.00 | 1JD2 | 0.00 | 11,823.00 |
| JDSTAT1 | Statutory Construction | 2.00 | 1JD2 | 0.00 | 7,882.00 |
| JDPHIL1 | Philosophy of Law | 2.00 | 1JD2 | 0.00 | 7,882.00 |
| | **Totals** | 15.00 Units(s) | | 0.00 | 59,115.00 |

| Particulars | Amount |
|---|---|
| ICT Fee | 1,400.00 |
| Journal Fee | 1,218.00 |
| Energy Fee | 500.00 |
| Library Fee | 5,760.00 |
| Orientation Fee | 2,250.00 |
| Registration Fee | 1,000.00 |
| Student Handbook | 578.00 |
| Unitas Fund | 220.00 |
| Student ID | 284.00 |
| **Totals:** | 13,210.00 |

| Payment Summary | |
|---|---|
| Tuition Fee: | 59,115.00 |
| Laboratory Fee: | 0.00 |
| Miscellaneous: | 13,210.00 |
| Subject Drop Charge: | 0.00 |
| Penalty: | 0.00 |
| Installment Charge: | 1,500.00 |
| **Total Tuition and Other Fees:** | **73,825.00** |
| Unsettled/(Refund) / Beg. Bal. | 0.00 |
| Scholarship: | 0.00 |
| Payment Scheme B (2 Payments) | |
| **Total for Payment:** | **73,825.00** |
| Upon Enrollment | 44,295.00 |
| 2nd Installment before: October 18, 2021 | 29,530.00 |

_____        _____        _____        _____
        Student                      Academic Advisor                      Registrar                      Accounting

**Note: This REGISTRATION CERTIFICATE is valid as proof that you have undergone academic advising and that you are officially enrolled in the above subjects ONLY IF STAMPED AND SIGNED BY THE CASHIER.**