

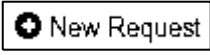

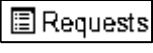



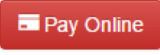

## PUP Online Document Request System (ODRS)

### Make an Online Request

1. Go to <https://odrs.pup.edu.ph>
2. Click  and type your email and password or 
3. Click 
4. Choose the type of document to be requested and the list of documents available for request will be shown.
5.  Check ALL the box/es before the document/s that you will request.
6. Click . You will be redirected to the  page where submitted requests are visible.
7. Note: If the  button appeared under the "Action" column, you must submit the requirement/s.

### Pay Fees

You have two (2) options on how to pay:

- PUP Online Payment:** Click  button to pay using LANDBANK Debit Card.
- PUP Cashier (Main Bldg., Ground Floor, South Wing):** Click , print your Payment Voucher and pay at the PUP Cashier, then go to the Office of the University Registrar Receiving Window for receiving of your request.

### Accomplish the General Clearance

See the  for instructions.

### Monitor your Request

Check your email OR your [odrs.pup.edu.ph](https://odrs.pup.edu.ph) account to monitor updates pertaining to your request.

### Reminders:

1. On your ODRS profile, please upload the required photo. Check the requirements.
2. Once request is on process, clients cannot request unless the current request has been released.
3. Please read and check the requested document/requirements carefully to prevent error that may cause the delay on the processing of your request.