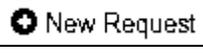
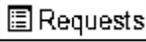


PUP Online Document Request System (ODRS)

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 three options on how to pay:

- **PUP Online Payment:** Click  button to pay using LANDBANK Debit Card.
- **At any LANDBANK Branch:** Click , print your Payment Voucher and pay at any LANDBANK Branch
- **PUP Cashier (Main Bldg., Ground Floor, South Wing):** Click , print your Payment Voucher and pay at the PUP Cashier, then go to the Registrar's Office for payment verification

Accomplish the General Clearance

See the  for instructions

Monitor your Request

Check your email OR your odrs.pup.edu.ph account to monitor updates pertaining to your request