

How to Fill-Up the Return Service Agreement (RSA) and Suretyship Agreement

1. Read carefully the *Return Service Agreement (RSA)*.
2. Fill-up **All** the blanks with the information requested for in the RSA (3 pages), Suretyship Agreement (2 pages) and Reply Slip.
3. The student and his/her parents **MUST** sign on the left side of each page (pg. 1-2) and on the designated blank spaces on page 3 of the RSA and page 2 of the Surety.
4. The relatives or friends of legal age may serve as witnesses in the RSA and Suretyship Agreement. ***The witnesses must sign over printed name and include their address on the designated blank.***
5. In the acknowledgment portion on page 3, the **GIID Nos.** (*Government Issued IDs*) are those of the following:
 - A. Applicant
 - B. Both parents / signatories
 - C. The Chancellor of UP Manila (c/o UPCM Admissions)
6. For the Suretyship Agreement, the Surety must be either of the following, provided they are gainfully employed/ has properties (kindly attach proof of property):
 - A. Either of student's parents
 - B. If married, the spouse who is gainfully employed
 - C. Guardian who is gainfully employed
 - D. In the acknowledgment portion, fill up the Government Issued ID of the Surety and the Spouse (if married).
7. Submit **three (3) copies in legal size**, together with the accomplished Reply Slip. The signatures of UP Manila Chancellor and UP College of Medicine Dean will be taken care of by the Admission Office.
8. If admitted, please pay **Php 100.00 for the notarial fee.**