

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

1. Download the RSA Form and Reply Slip from cm website and print **4 copies in legal size**.
2. Kindly read the *Return Service Agreement (RSA) and the Suretyship Agreement*.
3. Fill-up (print legibly) **ALL** the blanks with the information requested for in the RSA (3 pages), Suretyship Agreement (2 pages) and Reply Slip.
4. The student and her/his parents **MUST** sign on the designated blank spaces on page 3 of the RSA .
5. The relatives or friends of legal age may serve as witnesses in the RSA and in the Suretyship Agreement. ***The witnesses must sign over printed name and include their address on the designated blank and attach photocopy of IDs.***
6. In the Acknowledgement portion on page 3 of the RSA, the **GIID Nos.**(*Government Issued IDs*) are those of the following: (Please attach photocopy of IDs).
  - a. Applicant
  - b. Both parents/signatories
  - c. The Chancellor of UP Manila (c/o UPCM Admissions)
7. For the Suretyship Agreement, the Surety must be either of the following, provided they are gainfully employed and/or with properties;
  - a. Either of student's parents
  - b. If the student is married, her/his spouse who is gainfully employed and/or with properties.
  - c. Legal Guardian who is gainfully employed and/or with properties.
  - d. In the acknowledgement portion, fill up the Government issued ID of the Surety (both parents) or the Spouse (if married). (Please attach photocopy of IDs)
8. Submit **four (4) copies in legal size, all originally signed** together with the accomplished **Reply Slip**. The Signatures of UP Manila Chancellor and UP College of Medicine Dean will be taken cared of by the Admission Office
9. If admitted, please pay **Php 100.00 for the notarial fee**.