

## DOCUMENTARY REQUIREMENTS

### MIDYEAR PROGRESS REPORT

1. Midyear Progress Report Form (**OVPAA FRASDP Form 11.2A**) duly endorsed and signed by the CU Officials
2. Study plan: Your study plan should include what activities were done for the 1st half of the academic year, per month, and the location/place where these activities took place, as well as the 2nd half of the academic year containing details on the specific activities that will be carried out, duration and the location / place where the activities will take place.
3. Grades, if applicable and/or Progress report signed by supervisor/adviser
4. Copy of Accommodation contract/official receipt
5. For UP-NAGOYA Fellows, it is important to indicate the scheduled date of travel of the scholar and/or adviser/co-adviser, and the name of adviser/co-adviser.

Midyear progress report must be submitted to OVPAA **six (6) months after the start of the academic year.**

### RENEWAL APPLICATION

1. Application for Renewal Form (**OVPAA FRASDP Form 11.2B**) duly endorsed and signed by the CU Officials
2. Certified copy of the liquidation report and its attachments submitted to the CU Accounting (must be signed by the CU Accounting Office)
3. Progress report: grades or certification from adviser
4. Study Plan for the year containing details on the specific activities that will be carried, their duration and the place where these activities will take place.
5. Scholarship details, if applicable
6. Copy of Accommodation contract / official receipt

Renewal application must be submitted to OVPAA **two (2) months before the start of your academic year.**

### TERMINAL REPORT

1. Terminal Report (Master's/PhD) (**OVPAA FRASDP Form 11.2C**) duly endorsed by the CU Officials
2. Certified Copy of the Liquidation Report/Certification of Fund Release from your CU Accounting
3. Diploma and/or the certificate of completion of the degree where it was taken.
4. Certified copy of your return to duty, filed and received by your CU HRDO.

**EXTENSION**

1. Application for Extension Form (OVPAA FRASDP Form 11.2D) duly endorsed and signed by the CU Officials
2. Study/work plan: Your study plan should include what activities were done for the 1st half of the academic year, per month, and the location/place where these activities took place, as well as the 2nd half of the academic year containing details on the specific activities that will be carried out, duration and the location / place where the activities will take place.
3. Grades, if applicable and/or Progress report signed by supervisor/adviser
4. Copy of Accommodation contract/official receipt

Please note that application for extension is subject to evaluation, approval, and availability of funds.

**LEAVE OF ABSENCE**

1. Approved Leave of Absence (LOA) from the Academic Advisor and Host University.
2. Letter addressed to the Vice President, through channels, requesting a deferment of the FRASDP grant.

Please note that Fellows on LOA are ineligible to receive grants from FRASDP.