



Department of Registration and Records Management

Application for TR / Cert. of Transfer / Diploma / Certification

Date Requested

Step 4 - CLEARANCE

Step 1a - PERSONAL INFORMATION

Last Name:
First Name:
Middle Name:
Complete Maiden Name:
Gender:
Birthday:
Birthplace:
Nationality:

Office Accountability Verified by: Date
Library
Student Affairs Office
Accounting Department (Window 22)
Balance: , as of

Step 1b - ACADEMIC INFORMATION

Student Number:
Course / Major:
[ ] Graduate [ ] Undergraduate
Honors Received, if any
Date/s of Attendance
From (Sem/Sum) SY up to
up to (Sem/Sum) SY

Step 5 - PAYMENT
Cash Department

Step 6 - FILING

UE Ma Window4 UE Cal WindowD

Step 1c - CONTACT INFORMATION

Telephone No.:
Mobile Phone No.:
Email Address:
Address (with Zip Code):

CLAIMING / DELIVERY INSTRUCTIONS

[ ] COURIER: Please send the documents via courier to the address indicated here. It is understood that the delivery period is over and above the processing period and a courier fee shall be added to the applicable fees.
[ ] FOR PICK-UP: The documents will be claimed by the owner who will present the claim slip and one (1) ID upon claiming.
[ ] PROXY: A proxy/representative will be sent to claim the documents. Upon claiming, he/she will have to present the claim slip and SPECIAL POWER OF ATTORNEY (SPA).

For use of DRRM personnel only. Please do not write below this line.

Step 2 - RECORD/S VERIFICATION

CONDITIONS AND REMINDERS

- 1. Under existing laws, only the owner of the records is allowed to request for documents in connection with his/her school records and claim the requested documents.
2. The University reserves the right to withhold, deny, or cancel any request for document due to pending accountabilities.
3. Any request for school records will NOT be processed if the applicant has already been issued a CERTIFICATE OF TRANSFER.
4. No application for the release of any school records signed and/or submitted by a proxy will be released to a proxy unless with a SPECIAL POWER OF ATTORNEY (SPA) from the student concerned. The SPA executed by the student abroad should be duly authenticated by the Philippine Consulate.
5. Transferring student will be given a Certificate of Transfer only. The Transcript of Records will be sent to the school concerned upon request.
6. This application is valid if FILED within one (1) month from verification of account.

PROCEED TO CLERK-IN-CHARGE

GRADUATES: Window No. 4

Degree/T title:
Major:
Date of Graduation:
S.O. No.:
Date of S.O.: Series:
Verified by:

UNDERGRADUATES: Window No. 5

Remarks:
Date:

Step 3 - PICTURE TAKING (for TR applicants only)

PICTURE TAKING WILL BE DONE INSIDE THE DRRM OFFICE
[ ] Picture taken and uploaded
By:
Date:

PRIVACY STATEMENT

All personal information provided in this application form will be held and treated with confidentiality and will only be used for the purpose for which it was given. By signing this form, you are certifying that all information provided are true and correct and likewise authorizing this office to process your information.
CONFORME: I have read and understood all the conditions and reminders in connection with this request and agree to comply with them.
Signature of the Student:
Date:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

	<b>DOCUMENT REQUESTED</b>	<b>QUANTITY</b>	<b>PROCESSING FEE</b>	<b>AMOUNT</b>	
<b>TRANSCRIPT / CERTIFICATE OF TRANSFER / DIPLOMA</b>	<input type="checkbox"/> Transcript of Records (Undegraduate)				
	<input type="checkbox"/> Transcript of Records (Graduate)				
	<input type="checkbox"/> Transcript of Records (For Board Examination)				
	<input type="checkbox"/> Certificate of Transfer (Honorable Dismissal)				
<p><b><u>This portion is to be accomplished by the COLLEGE DEAN (Please do not write anything here)</u></b></p> <p>For applicants of <u>Certificate of Transfer (Honorable Dismissal)</u>, please secure clearance from the College Dean first before proceedings to the next step/s.</p> <p>Remarks of the Dean (after the interview with the student): _____</p> <p>Student's Last Enrollment (Sem &amp; School Year): _____</p> <p style="text-align: center;"><b>DEAN'S RECOMMENDATION TO PROCESS THE APPLICATION:</b>  <input type="checkbox"/> APPROVED                      <input type="checkbox"/> DISAPPROVED</p> <p style="text-align: center;">_____ SIGNATURE OF THE DEAN</p>					
	<input type="checkbox"/> Diploma (Subsequent requests for Diploma requires the submission of Affidavit of Loss)				
<b>CERTIFICATION</b>	<input type="checkbox"/> Graduation				
	<input type="checkbox"/> Subject Description (Max. of 5 subjects per certification)				
	<input type="checkbox"/> General Weighted Average				
	<input type="checkbox"/> Units Earned				
	<input type="checkbox"/> Medium of Instruction				
	<input type="checkbox"/> Enrollment by Term				
	<input type="checkbox"/> Enrollment (Current)				
	<input type="checkbox"/> Grades _____ Semester, S.Y. _____				
	<input type="checkbox"/> Letter of No Objection				
	<input type="checkbox"/> Others _____				
	<b>CAV / CHED</b>				
	<input type="checkbox"/> CAV / CHED (Red Ribbon) - For Use Abroad				
	<input type="checkbox"/> CAV / CHED (Local Only)				
<b>OTHERS</b>					
<p><b>Note:</b> All requested documents will be charged per page. For students who are based abroad and whose application form is filed by a proxy, please see the clerk-in-charge of correspondence for the applicable fees.</p>		<b>Subtotal</b>			
		Doc. Stamps P30.00/doc.			
		Courier Fee/s			
		Other Applicable Fee/s			
		<b>TOTAL</b>			