



## REQUEST FOR SCHOLASTIC RECORDS

**NOTE:** A WRITTEN AUTHORIZATION FROM THE OWNER MUST BE PRESENTED IF REQUEST IS TRANSACTED BY A REPRESENTATIVE TOGETHER WITH VALID IDs OF GRANTOR OR OWNER AND THE AUTHORIZED REPRESENTATIVE.

*Please filled-up information below legibly.*

Date Filed: _____
Name: _____
Maiden Name if Married: _____
Contact No. _____
Present Address: _____
_____
Course: _____
If graduated, please specify year: _____

*To be accomplished by the Registrar Personnel only.*

<b>PAYMENTS FOR THE REQUESTED DOCUMENT/S:</b>	
Cert. of Transfer Credential	[ ]
Transcript of Records	[ ]
Certification	[ ]
Diploma	[ ]
COP	[ ]
Authentication	[ ]
Documentary Stamp	[ ]
Others: _____	[ ]
<b>TOTAL:</b>	[ ]
O.P.#	[ ]
O.R. No.	[ ]
Date:	[ ]
Assessed by: _____	
(Receiving Window)	
Cleared by: _____	
Accountant/Authorized Representative	

*Please check the box for the request/s & purpose.*

<b>REQUEST FOR:</b>	
<input type="checkbox"/> Transcript of Records	
<input type="checkbox"/> Certificate of Transfer Eligibility/Honorable Dismissal	
<input type="checkbox"/> Diploma: Pls. specify the degree: _____	
<input type="checkbox"/> Certificate of Proficiency (COP)	
<input type="checkbox"/> Certification	
<input type="checkbox"/> Subjects taken	<input type="checkbox"/> Graduation
<input type="checkbox"/> CAV	<input type="checkbox"/> CAR
<input type="checkbox"/> Course Description	
<input type="checkbox"/> Others, pls. specify _____	
<b>PURPOSE:</b>	
<input type="checkbox"/> Board Examination	<input type="checkbox"/> Transfer
<input type="checkbox"/> Local Employment	<input type="checkbox"/> Personal File
<input type="checkbox"/> Employment Abroad	<input type="checkbox"/> Study Abroad
<input type="checkbox"/> Promotion	<input type="checkbox"/> Ranking
<input type="checkbox"/> Others, pls. specify: _____	

_____ Signature Over Printed Name of Student
_____ Signature Over Printed Name of Representative

<p><b><i>Claiming Section Only</i></b></p>
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**Follow this very important instructions.**

1. Fill-up this form and submit for assessment to the assisting Registrar Personnel.
2. Present the assessed form to the Cashier for Order of Payment, Clearance and Payment.
3. Pay the amount assessed.
4. Proceed to the Library for Clearance.
5. Submit this form with the Official Receipt of payment back to the Registrar's Office for stamping of the claiming date by the processor.
6. Claim the document(s) on the date indicated at the back of the Official Receipt.