

Student ID

END OF TRANSACTION

Services:**Schedule of Availability of Service:****Who May Avail of the Service:****Duration:****What are the Requirements?**

- Application Form for Documents
- Official Receipt of Payment
- Documentary Stamp

Filing of Application for Documents:

Mondays through Fridays – 8:00 am - 5:00 pm

Saturdays – 8:00 am – 5:00 pm

Graduate and Undergraduate Students, Alumni, Foreign Students, Schools, Companies,
Foreign and Local Evaluators

36 minutes

Key Person: University Registrar

Following are the documents that may be applied for:

1. Transcript of Records
 - Graduate (G)
 - CTP/Post-Baccalaureate
 - Undergraduate (UG)
 - Undergraduate Specialization
2. Certification
 - Completion of Academic Requirements (CAR)
 - Detailed Description of Courses
 - English as the Medium of Instruction
 - English Translation of Subjects from Filipino to English
 - Enrolment
 - Exemption from Special Order of Graduation (S.O.)
 - General Weighted Average (GWA)
 - Grades per term
 - Graduation
 - Units Earned
3. Diploma
 - Original/Duplicate
 - English Translation
4. Evaluation of Grades (Graduate Level)
5. Checklist of Courses (Undergraduate Level)
6. Completion of Grades
7. Certified True Copy of Entrance Data

8. Certified True Copy of Academic Documents
9. Honorable Dismissal/Transfer Credential
10. Permit to Study
11. Withdrawal/Dropping of Courses
12. Others
 - CAV (Certification, Authentication and Verification of Documents)

| Step | Applicant/Client | Service Provider | Duration of Activity (Under Normal Circumstances) | Person in-Charge *On Rotation Basis | Fees | Form/Document/s of Applicant |
|------|--|---|--|--|---|--|
| 1 | Secure and fill-out Application Form for Document/s | Issues and checks Application Form for Document/s | 3 minutes | Registrar Staff* at Window 1 | None | Application Form for Documents |
| 2 | Present accomplished form | Issues Order of Payment | 1 minute | Registrar Staff at Window 1 | None | Order of Payment |
| 3 | Pay at the Cashier's Office | Accepts payment for document/s requested | 2 minutes | Cashier | Depends on the kind and number of copies of Document (Refer to the Schedule of Fees from the Accounting Office) | Official Receipt, Application for Document/s, Order of Payment |
| 4 | Proceed to the Accounting Office for General Clearance, if first-time applicant. A general clearance is required if the documents applied for are any of the following: TOR, Diploma, and Evaluation of Grades in the Graduate Level. If not applicable, proceed to ARSO | Signs General Clearance Form | 20 minutes | Accounting Staff, Library Staff, Student Government Officer, Office of Student Affairs and Student Services Staff ARSO Staff Alumni Office | None | General Clearance Form |

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|---------------------------|---|--|------------|------------------|------|---|
| 5 | File the Application Form at Window 1, Office of the University Registrar and secure a Claim Stub | Checks entries in the Application Form, making sure that the O.R. and the General Clearance Form duly signed by all authorities concerned are attached and that documentary stamps are provided for TOR and Diploma applications | 10 minutes | Registrar Staff* | None | Application Form for Documents with General Clearance Form and O.R. Claim Stub |
| END OF TRANSACTION | | | | | | |

Services: Issuance of Duplicate Diploma, Correction of Name/Birthday, and Permit to Study

Schedule of Availability of Service: Mondays through Fridays – 8:00 am - 5:00 pm

Saturdays – 8:00 am – 5:00 pm

Who May Avail of the Service: Graduate and Undergraduate Students and Alumni

What are the Requirements?

For Duplicate Diploma:

- Notarized Affidavit of Loss or Damaged
- Documentary Stamp

For Correction of Name/ Birthday:

- Original (to be returned) and certified True Copy of Birth Certificate issued by PSA
- Joint Affidavit of Two Disinterested Persons
- Notarized Personal Affidavit on Correction of Name / Birthday
- CHED/PRC/Court Order or Decision (if applicable)

For Change of Family Name (for Female Married Students):

- Original (to be returned) and Photocopy of Marriage Contract (to be attached to Registrar's Copy of Registration Form)
- Court Order on Annulment of Marriage (if applicable)

- Permit to Study Form from the Division Office concerned
- Print-out of subjects currently enrolled
- Official Receipt for Tuition Fees (current term)

Processing and Releasing of Documents Applied For

Mondays through Fridays – 8:00 am - 5:00 pm

Saturdays – 8:00 am – 5:00 pm

Graduate and Undergraduate Students, Alumni, Foreign Students, Schools, Companies,

Foreign and Local

Evaluators who filed an Application for Document

University Registrar

Key Person/s:

What are the requirements?

- Claim Stub
- Authorization Letter with photocopy of I.D. of the student and his/her representative

| Step | Applicant/Client | Service Provider | Duration of Activity (Under Normal Circumstances) | Person in-Charge *On Rotation Basis | Fees | Form/Document/s of Applicant |
|--|-------------------------------------|---|---|---|-------------|-------------------------------------|
| 1 | Processing of documents applied for | Documents applied for are processed immediately after filing of application subject to retrieval of individual record envelopes | | Registrar Staff* | | |
| | | | | | | |
| Documents | | | Duration of Processing Upon Retrieval of Records | | | |
| Undergraduate Transcript of Records MIS (Available on Database) Old (for re-encoding and rechecking) | | | 3 working days (Year 2000 onwards) 5 working days | | | |
| Graduate Transcript of Records | | | 5 working days | | | |
| Post-Baccalaureate/Undergraduate Specialization Transcript of Records | | | 5 working days | | | |

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|---------------------------------------|---|---|-----------|-----------------|------|-----------------------------------|
| Certification | | 5 working days | | | | |
| Detailed Description of courses | | 10 working days | | | | |
| Checklist (Undergraduate) | | 3 working days | | | | |
| Evaluation of Grades (Graduate Level) | | 5 working days | | | | |
| Study Permit | | 3 working days | | | | |
| Duplicate Diploma | | 5 working days | | | | |
| Authentication | | 1 working days | | | | |
| Verification | | 5 working days | | | | |
| | | | | | | |
| Documents | | Retrieval Period | | | | |
| Undergraduate | | | | | | |
| MIS (Available on Database) | | 3 working days | | | | |
| Old (for re-encoding and rechecking) | | 5 working days | | | | |
| Graduate | | | | | | |
| MIS (Available on Database) | | 3 working days | | | | |
| Old (for re-encoding and rechecking) | | 5 working days | | | | |
| | | | | | | |
| 2 | Present Claim Stub at Window 1, Office of the University Registrar on the scheduled date of release | Checks and releases the document/s requested Asks the applicant to sign on the Logbook | 5 minutes | Registrar Staff | None | Claim Stub Document/s applied for |
| END OF TRANSACTION | | | | | | |