Services: **Undergraduate (Irregular Student) Enrolment**
Key Persons: Batch Advisers
Schedule of Availability of Service: As scheduled in the University Calendar, 8:00 – 5:00
Who may avail of the service: Undergraduate Irregular students
Duration: 14 minutes
What are the requirements: Student ID

How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in-Charge *On Rotation Basis	Fees	Form/Document/s of Applicant
1	Present student I.D. to the designated Batch Adviser at the Office of the University Registrar for enlistment of courses	Batch Adviser enlists subjects to be taken by students	10 minutes	Office of the University Registrar Staff	None	Student I.D.
2	Proceed to any computer kiosk to confirm assessment and printing of registration form	Assists students in confirming assessment and printing of registration form	4 minutes	None	None	Registration Form
END OF TRANSACTION						

Prepared by:

Noemi B. Zulieta, Ph.D.
University Registrar

Services: **Enrolment in the CTP/Post-Baccalaureate and Graduate (Master's/ Doctorate) Programs**
Key Persons: Batch Advisers for CTP/Post-Baccalaureate and Graduate Students
Schedule of Availability of Service: As scheduled in the University Calendar, 8:00 – 5:00
Who may avail of the service: CTP/Post-Baccalaureate and Graduate Students
Duration: 14 minutes
What are the requirements: Student ID

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in-Charge *On Rotation Basis	Fees	Form/Document/s of Applicant
1	Go to Program Coordinator for new/returning students for advising and secure Enlistment/Pre-Registration form and proceed to Registrar's Office for enlistment.	Secure Enlistment/ Pre-Registration form approved by Program Coordinator with courses to be taken for enlistment	3 minutes	Program Coordinator Associate Dean	None	Enlistment form / Pre-Registration Form
2	Print Student's copy voucher/Bank's copy voucher and Order of Payment form	Assists students in printing of assessment/student voucher	1 minute	MISO Staff	None	Student's Voucher
3	Proceed to the Accounting office for signature of Order of Payment form, if paying at the Cashier's Office.	Signs Order of Payment form	1 minute	Accounting Office Staff	Depends on number of units taken	Order of Payment Form
4	Pay at the Cashier's Office/Bank	Accepts payment for enrollment	2 minutes	Cashier's Office Staff	Depends on number of units taken	Official Receipt of Payment
END OF TRANSACTION						

Prepared by:

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University Registrar

Services: **Filing of Application for Documents:**

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

Duration: 36 minutes

What are the Requirements?

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

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

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University Registrar

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

Prepared by:

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University Registrar

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)

For Permit to Study

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

Services: **Processing and Releasing of Documents Applied For**
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, Alumni, Foreign Students, Schools, Companies, Foreign and Local
Evaluators who filed an Application for Document
Key Person/s: University Registrar
What are the requirements?

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

Prepared by:

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University Registrar

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)	3 working days (Year 2000 onwards)
Old (for re-encoding and rechecking)	5 working days
Graduate Transcript of Records	5 working days
Post-Baccalaureate/Undergraduate Specialization Transcript of Records	5 working days
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

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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						

Prepared by:

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University Registrar