

**Services:** Undergraduate (Regular Student) Enrolment  
**Key Persons:** Batch Advisers  
**Schedule of Availability of Service:** As scheduled in the University Calendar, Office hours  
**Who may avail of the service:** Undergraduate Regular students  
**Duration:** 14 minutes – 3 days  
**What are the requirements:** Access to Student Portal for Enlistment

**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	Student opens student portal and checks subjects provided.	Batch Adviser enlists subjects to be taken by students	10 minutes	Office of the University Registrar Staff	None	Student Number
2	Student confirms assessment online and prints registration form	Assists students in confirming assessment and printing of registration form	4 minutes	None	None	Registration Form
<b>END OF TRANSACTION</b>						

Prepared by:

**CROMWELL L. VALERIANO**  
 University Registrar

**Services:** Undergraduate (Irregular Student) Enrolment  
**Key Persons:** Batch Advisers  
**Schedule of Availability of Service:** As scheduled in the University Calendar, Office hours  
**Who may avail of the service:** Undergraduate Irregular students  
**Duration:** 14 minutes – 3 days  
**What are the requirements:** Student ID for in-person transactions

**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	Contact Batch adviser personally or via email using the official PNU email	Batch Adviser enlists subjects to be taken by students	10 minutes	Office of the University Registrar Staff	None	Student Number
2	Student confirms assessment online and prints registration form	Assists students in confirming assessment and printing of registration form	4 minutes	None	None	Registration Form
<b>END OF TRANSACTION</b>						

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 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:** 10 minutes - 3 days  
**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	Student contact Program Coordinator for advising and secure signed Enlistment/Pre-Registration form.	Program Coordinator submits enlistment to GTEF/IPEHRDS/SIKM for endorsement to the OUR. OUR enlists subjects and endorses transaction to the Accounting office for assessment.	5 minutes	Program Coordinator Associate Dean	None	Enlistment form / Pre-Registration Form
2	Student receives notice from Accounting Unit on the availability of the order of payment	Assess fees and inform student that the order of payment is ready for printing	5 minutes	Accounting	None	PWEBSS Access
3	Student prints copy voucher/Bank's copy voucher and Order of Payment form	Provide copy of voucher for in-person transactions	2 minute	MISO Staff	None	Student's Voucher
4	Pay at the Cashier's Office or payment facilities provided by the Accounting Unit. Student prints registration form.	Accepts payment for enrollment	varies	Cashier's Office Staff/ Payment Facilities	Depends on number of units taken	Official Receipt of Payment
<b>END OF TRANSACTION</b>						

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University Registrar

**Services:** **Request for Official Student Records**  
**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:** 3 – 7 days from receiving Official Receipt  
**What are the Requirements?**

- Application Form for Documents
- Official Receipt of Payment
- Documentary Stamp (as needed)

**Key Person:** University Registrar

Following are the documents that may be applied for and the processing time after receipt of Official Receipt (OR):

1. Transcript of Records (7 days )
  - Graduate (G)
  - CTP/Post-Baccalaureate
  - Undergraduate (UG)
  - Undergraduate Specialization
2. Certification. (3-7 days)
  - 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
  - CAV (Certification, Authentication and Verification of Documents)

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3. Diploma
  - Original (depends on availability of signatories)
  - Duplicate (7 days)
  - English Translation (7 days)
4. Evaluation of Grades (Graduate Level) (7 days)
5. Checklist of Courses (Undergraduate Level). (3 days)
6. Completion of Grades. (3 days)
7. Certified True Copy of Entrance Data. (3 days)
8. Certified True Copy of Academic Documents. (3 days)
9. Honorable Dismissal/Transfer Credential. (3 days)
10. Permit to Study. (3 days)
11. Withdrawal/Dropping of Courses. (3 days)
12. Others. (3-7 days)

**Special 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)

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<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in-Charge *On Rotation Basis</b>	<b>Fees</b>	<b>Form/Document/s of Applicant</b>
1	Accomplish Application Form for Document/s online	Issues and checks Application Form for Document/s	varies	Registrar Staff	None	Application Form for Documents
2	Submit accomplished form	Reviews form and endorses request to the Accounting Unit for the order of payment	4 minute	Registrar Staff	None	Order of Payment
3	Student prints order of payment form	Provide copy of voucher for in-person transactions	2 minute	Accounting Staff	None	Student's Voucher
4	Pay at the Cashier's Office or payment facilities provided by the Accounting Unit. Student prints registration form.	Accepts payment for enrollment	varies	Cashier's Office Staff/ Payment Facilities	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
5	Student waits for confirmation of the issuance of the Official Receipt (OR) and information of the date for claiming	Begins the processing of the request upon receiving the OR.	varies	Registrar staff	None	Official Receipt
6	Student schedules an appointment with OUR for claiming	Schedules student claims	3 minutes	Registrar staff	None	Authorization letter if necessary, ID
<b>END OF TRANSACTION</b>						

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