



To be filled up by a USLS Registrar's Staff only.

Received by: _____ Date: _____

Request No.: _____

REQUEST FOR DOCUMENTS

PERSONAL INFORMATION OF STUDENT		CLEARANCE(NO. 4 ONLY)	
Last Name	(Maiden name if female)	1. Library	NOT APPLICABLE
First Name		2. Student Affairs Office (Requirement/s in the absence of the applicant a. Authorization Letter from the applicant b. Photo IDs of the applicant and the representative	NOT APPLICABLE
Middle Name			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Birthdate(mm/dd/yyyy)			
Birthplace		3. The college where the applicant belongs to: a. BSN b. CAS c. CBA d. EDUC e. ENG'G f. LAW / MED	NOT APPLICABLE
Tel. No.			
Cell. No.			
Address			
Email			
ACADEMIC INFORMATION			
ID Number			
Course/Major			
Year Graduated			
Last School Year Attended (If applicant was unable to graduate)	<input type="checkbox"/> 1 st Sem <input type="checkbox"/> 2 nd Sem <input type="checkbox"/> Summer School Year: _____		
TYPE OF REQUESTS		QUANTITY	PRICE
<input type="checkbox"/> For Authentication of	<input type="checkbox"/> Transcript of Records		P 50
	<input type="checkbox"/> RLE		P 50
	<input type="checkbox"/> Diploma		P 25
	<input type="checkbox"/> CHED Authentication (Nursing)		P250
	<input type="checkbox"/> CHED Authentication (CAS, CBA, EDUC, ENG'G)		P200
	<input type="checkbox"/> OTHERS please indicate: _____		P 25 (each)
	<input type="checkbox"/> Documentary Stamp		P 20
CONFORME: I have read and understood all the conditions in connection with this request and agree to comply with them.			
Printed Name		Signature	
Date			

CLAIM SLIP	
Personal Information of Student	
Last Name (Maiden name if female)	
First Name	
Middle Name	
Type of Request	<input type="checkbox"/> Transcript of Records <input type="checkbox"/> RLE <input type="checkbox"/> Diploma <input type="checkbox"/> CHED Authentication <input type="checkbox"/> other please indicate: _____
<i>For the Authorized Representative</i>	
Name and signature	
Relation to the student	
Please claim request/s on	
IMPORTANT REMINDER	Please present valid photo ID and surrender this claim slip upon claiming. For a representative who will claim the request/s in behalf of the student, please bring the following: 1. This claim slip. 2. Photo ID of the student bearing his/her signature. 3. Photo ID of the representative. 4. Authorization letter duly signed by the student. 5. Please read request procedure at the back.

REQUEST PROCEDURE

Step 1	Fill up form completely
Step 2	Have your Documents (Transcript, RLE, Diploma) photocopied Note: Your original Transcript of records, RLE, Diploma must have a documentary stamp attached before photocopying it and strictly no back to back copies please for transcript and RLE.(For CHED authentication please buy 1 extra documentary stamp for your certification)
Step 3	Signing of Clearance (as reflected in the reverse of this request form) ➤ Business Office (No. 4 of the Clearance)
Step 4	Payment – All payments should be done at the Business Office
Step 5	Return this Request Form at the Registrar’s Office, Window 2 with the Official Receipt of Payment for the due date
Step 6	Claiming of Request/s (as reflected on the reverse of this request form).

REQUEST PROCEDURE FOR CHED AUTHENTICATION

Step 1	You must have at least 2 photocopies of the following:(Comply the above procedures first if these were not done yet)	
	a. Transcript of Records	c. Certification of units earned for undergraduates
	b. Diploma for Graduates	d. RLE (For Nursing only)
Step 5	Return this Request Form together with your documents at the Registrar’s Office, Window 2 with the Official Receipt of Payment for the due date	
Step 3	Claim it on following schedules:	Submitted in the morning to be claimed at 2:30 pm of the same day
		Submitted in the afternoon to be claimed at 9:30 am the following business day
Step 4	Have your Endorsement letter signed by your respective College Dean	
	Claiming of Request/s(as reflected on the reverse of this request form).	

FEES

Type of Document	Amount
Transcript of Records	P 50.00
RLE	P 50.00
DIPLOMA	P 25.00
CHED authentication	P200.00
CHED authentication (BSN)	P250.00