



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

Received by: _____ Date: _____

Request No.: _____

REQUEST FOR DOCUMENTS

PERSONAL INFORMATION OF STUDENT		CLEARANCE	
Last Name	(Maiden name if female)	1. Library	
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	
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 or MED	
Tel. No.			
Cell. No.			
Address			
Email		4. Business Office – a. Students' Accounts b. Main Cashier	
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 Transfer of School	<input checked="" type="checkbox"/> Transcript of Records <input checked="" type="checkbox"/> Transfer Credential (Honorable Dismissal) <input checked="" type="checkbox"/> Documentary Stamps (3 pieces)	Not Applicable	P 350.00
			P 60.00
IMPORTANT: You can only request for a Transfer Credential ONCE.			
<input type="checkbox"/> Certification	<input type="checkbox"/> Degree Honors		P 50.00
	<input type="checkbox"/> Letter of Acceptance (For Foreign Students Only)		P 50.00
	<input type="checkbox"/> Cross-Enrollment Permit		P 50.00
	<input type="checkbox"/> Authenticated Copy of the Master List of Degree Honor Awardees and Civil Service Application Form		P 50.00
	<input type="checkbox"/> Certificate of Eligibility (C1 – For Law Students Only)	1-(one)	P100.00
IMPORTANT: PLEASE ATTACH A DOCUMENTARY STAMP FOR EVERY CERTIFICATION REQUESTED. This may be purchased at the Main Cashier.			
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"/> For Transfer of School <input type="checkbox"/> Certification
<i>For the Authorized Representative</i>	
Name and signature	
Relation to the student	
Please claim request/s on	
IMPORTANT REMINDER	<p>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:</p> <ol style="list-style-type: none"> 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 the request procedure at the back.

REQUEST PROCEDURE

Step 1	Fill up form completely
Step 2	Signing of Clearance (as reflected in the reverse of this request form) - This step is for TRANSFER OF SCHOOL requests only.
Step 3	Payment – All payments should be done at the Business Office
Step 4	Return this Request Form at the Registrar’s Office, Window 4 with the Official Receipt of Payment and Documentary Stamp/s for the due date
Step 5	Claiming of Request/s as reflected in the reverse of this request form

FEES

Type of Document	Amount	Processing Time
Transfer of School	P350.00	3 working days after submission of the request form
Certification	P 50.00	The following working day after submission of the request form