



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

Received by: _____ Date: _____

Request No.: _____

REQUEST FOR DOCUMENTS

PERSONAL INFORMATION OF STUDENT	
Last Name	(Maiden name if female)
First Name	
Middle Name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birthdate(mm/dd/yyyy)	
Birthplace	
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 Course Content		P 50.00/page
<input type="checkbox"/> Certification		
<input type="checkbox"/> Grades		P 50.00
<input type="checkbox"/> GPA		P 50.00
<input type="checkbox"/> Enrolment		P 50.00
<input type="checkbox"/> Medium of Instruction is English		P 50.00
<input type="checkbox"/> Graduation		P 50.00
<input type="checkbox"/> Documentary Stamp		P 20.00/each

IMPORTANT: PLEASE ATTACH 1 DOCUMENTARY STAMP FOR EVERY DOCUMENT 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	

C L A I M S L I P

Personal Information of Student

Last Name (Maiden name if female)	
First Name	
Middle Name	
Type of Request	<input type="checkbox"/> Course Content <input type="checkbox"/> Certification
<i>For the Authorized Representative</i>	
Name	
Signature	
Relation to the student	
Please claim request/s on	

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.

IMPORTANT REMINDER

REQUEST PROCEDURE

Step 1	Fill up form completely
Step 2	Payment – All payments should be done at the Business Office
Step 3	Return this Request Form at the Registrar’s Office, Window 7 with the Official Receipt of Payment for the due date
Step 4	Claiming of Request/s (as reflected in the reverse of this request form)

FEEs

Type of Document	Amount	Processing Time	Due Date
Course Content	P50.00/page + P20.00 documentary stamp	2 working days	
Certification	P 50.00 + P20.00 documentary stamp	For: AM request – to be claimed at 3:00 PM of the same day. PM request – to be claimed at 9:00 AM of the following day.	