



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 / MED | |
| Tel. No. | | | |
| Cell. No. | | | |
| Address | | | |
| Email | | | |
| ACADEMIC INFORMATION | | | |
| ID Number | | 4. Business Office – a. Students' Accounts b. Main Cashier | |
| Course/Major | | | |
| Year Graduated | | | |
| TYPE OF REQUESTS | | QUANTITY | PRICE |
| <input type="checkbox"/> Diploma | | | P 250.00 |
| <input type="checkbox"/> Certification | <input type="checkbox"/> Overloading | | P 50.00 |
| | <input type="checkbox"/> Accreditation | | P 50.00 |
| | <input type="checkbox"/> Employment Verification | | P150.00 |
| <input type="checkbox"/> Documentary Stamps | | | P20.00 |
| IMPORTANT: PLEASE ATTACH A 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"/> Diploma <input type="checkbox"/> Overloading <input type="checkbox"/> Accreditation <input type="checkbox"/> Verification |
| <i>For the Authorized Representative</i> | |
| Name | |
| Signature | |
| Relation to the student | |
| Please claim request/s on | |
| <p>IMPORTANT REMINDER</p> <p>Please present valid photo ID and surrender this claim slip upon claiming.</p> <p>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 request procedure at the back. | |

REQUEST PROCEDURE

| | |
|--------|--|
| Step 1 | Fill up form completely |
| Step 2 | Signing of Clearance (as reflected on the reverse of this request form) ➤ Business Office only (No. 4) |
| Step 3 | Payment – All payments should be done at the Business Office |
| Step 4 | Return this Request Form at the Registrar's Office, Window 1 with the Official Receipt of Payment for the due date |
| Step 5 | <i>Claiming of Request/s (as reflected on the reverse side of this request form)</i> |

| Type of Document | Amount | Processing Time |
|-------------------------|---------|--|
| Diploma | P250.00 | 2 weeks |
| Accreditation Form | P 50.00 | 5 working days |
| Overloading Form | P 50.00 | -Submitted in the morning, to be claimed at 2:30 pm of the same day. |
| Employment verification | P150.00 | -Submitted in the afternoon, to be claimed at 9:30 am the following business day |