1. REQUEST FOR TRANSCRIPT OF RECORDS CHECKLIST

For Graduates from SY 2004-2005 and onwards:  (For those with previously submitted graduation clearance)

✓ Submit the following:
  ( ) Accomplished Request Form
  ( ) Latest 1.5"x1.5" picture with white background (2 pcs.)
✓ Present the following:
  ( ) Official Receipt (Pay P100.00 to the Cash Office)
  *For BS Engineering, BS Nursing and BS Architecture: P110.00
  ( ) Authorization letter & valid ID in case of a representative

For All other Graduates:  (For those with previously submitted graduation clearance)

✓ Submit the following:
  ( ) Accomplished Request Form
  ( ) Latest 1.5"x1.5" picture with white background
✓ Present the following:
  ( ) Official Receipt (Pay P100.00 to the Cash Office)
  *For BS Engineering, BS Nursing and BS Architecture: P110.00
  ( ) Authorization letter & valid ID in case of a representative

For Undergraduates:

✓ Submit the following:
  ( ) Accomplished Request Form
  ( ) Accomplished Student Clearance
  *Clearance is available at the Office of Student and Development Services
  ( ) Latest 1.5"x1.5" picture with white background
✓ Present the following:
  ( ) Official Receipt (Pay P100.00 to the Cash Office)
  *For BS Engineering, BS Nursing and BS Architecture: P110.00
  ( ) Authorization letter & valid ID in case of a representative

2. REQUEST FOR TRANSFER CREDENTIAL (HONORABLE DISMISSAL) CHECKLIST

For Graduates:

✓ Submit:
  ( ) Accomplished Request Form
✓ Present the following:
  ( ) Official Receipt (Pay 100.00 to the Cash Office)
  ( ) Authorization Letter & valid ID in case of a representative

For Undergraduates:

✓ Submit the following:
  ( ) Accomplished Request Form
  ( ) Endorsement Letter from the College
  ( ) Accomplished Student Clearance
  *Clearance is available at the Office of Student and Development Services
  ( ) School ID
  ( ) Latest 1.5"x1.5" picture with white background
✓ Present the following:
  ( ) Official Receipt (Pay 250.00 to the Cash Office)
  ( ) Authorization Letter & valid ID in case of a representative
3. REQUEST FOR DIPLOMA (Second Copy) CHECKLIST  
   Please see the Section Head, OUR-Records Section

   ✓ Submit the following:
   ( ) Accomplished Request Form
   ( ) Affidavit
   ✓ Present the following:
   ( ) Official Receipt (Pay 250.00 to the Cash Office)
   ( ) Authorization Letter & valid ID in case of a representative

4. REQUEST FOR ENGLISH TRANSLATION OF DIPLOMA CHECKLIST

   ✓ Submit the following:
   ( ) Accomplished Request Form
   ( ) Photocopy of Original Diploma
   ✓ Present the following:
   ( ) Official Receipt (Pay 50.00 to the Cash Office)
   ( ) Authorization Letter & valid ID in case of a representative

5. REQUEST FOR CHED/ DFA AUTHENTICATION CHECKLIST

   ✓ Present the original and submit the photocopies of the following:
   ( ) Diploma
   ( ) English Translation of Diploma
   ( ) Transcript of Records
   ✓ Submit:
   ( ) Accomplished Request Form
   ✓ Present the following:
   ( ) Official Receipt (Pay 250.00 to the Cash Office)
   ( ) Authorization Letter & valid ID in case of a representative

6. REQUEST FOR CERTIFICATION OF GRADES CHECKLIST

   ✓ Submit the following:
   ( ) Accomplished Request Form
   ( ) Endorsement from the Dean/College Secretary
   ( ) Photocopy of pertinent documents, in case of scholarship
   ✓ Present the following:
   ( ) Official Receipt (Pay 50.00 to the Cash Office)
   ( ) Authorization Letter & valid ID in case of a representative

7. REQUEST FOR COURSE DESCRIPTION/S CHECKLIST

   ✓ Submit the following:
   ( ) Accomplished Request Form
   ( ) Letter of Request: Please specify the subject/s
   ✓ Present the following:
   ( ) Official Receipt (Pay the amount to the Cash Office)  
     P50.00 for the first two (2) pages and P5.00 for each succeeding page
   ( ) Authorization Letter & valid ID in case of a representative