

San Beda College

Mendiola, Manila

Office of the Registrar

Request Form

Name	Middle Name	Surname
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Please Check:

<input type="checkbox"/> Accountancy	<input type="checkbox"/> Liberal Arts	<input type="checkbox"/> Medicine
<input type="checkbox"/> BS	<input type="checkbox"/> Psychology	<input type="checkbox"/> Law
<input type="checkbox"/> BSBA	<input type="checkbox"/> Nursing	<input type="checkbox"/> Graduate School of _____

First Second Sem., 20__ - 20__ Summer _____

APPLICATION FOR: Please Check:

- A. _____ Diploma
B. _____ Transcript of Records

Number of Copies Needed:

Original Photocopy/ies Certified True Copy/ies

COPY OF RECORD/S FOR: (Please Check)

<input type="checkbox"/> Bar Examination	<input type="checkbox"/> Personal Use
<input type="checkbox"/> Board Examination	<input type="checkbox"/> Studies Abroad
<input type="checkbox"/> C.P.A. Examination	<input type="checkbox"/> Use Abroad
<input type="checkbox"/> Local Employment	<input type="checkbox"/> Employment Abroad
<input type="checkbox"/> Graduate Studies	<input type="checkbox"/> Others

C. _____ Certification on:

<input type="checkbox"/> Graduation	<input type="checkbox"/> Use of English as Medium of Instruction
<input type="checkbox"/> Enrollment	<input type="checkbox"/> Certificate of Eligibility to Transfer
<input type="checkbox"/> Attainment	<input type="checkbox"/> Course Description
<input type="checkbox"/> Candidacy for Graduation	<input type="checkbox"/> Others

Number of copies needed _____

Purpose: For _____

Very Important:

Submit (2) two passport size pictures and (1) one P15.00 documentary stamp for every copy of record.

PROCEDURE:

1. Present the accomplished request form to the designated person (see window label) at the Registrar's Office for instructions.
2. Proceed to the Accounting Office, get a receipt for the fees and pay at the Cashier's Office.
3. Go back to the designated person at the Registrar's Office for further instructions, especially on the release of requested documents.
4. Please take note of the following.
 - 4.1 Confidential records may be released only to the owner of the record (i.e. the student himself). Other than this, the owner of the record may designate an authorized representative to apply for and claim the records. The written authorization should be presented to the person in charge at the Registrar's Office. The authorization should contain:
 - 4.11 The identity and personal circumstance of the owner. This is usually the student's name, date of birth and period of stay in school, and if graduated, the course and year graduated from;
 - 4.12 The name of the representative and the relationship of the owner of the record;
 - 4.13 The document being requested, the number of copies and the purpose of the document sought.

As a rule, sufficient proof of identity must be established both for the owner and his representatives. This includes copies of at least two valid identification cards (driver's license, passport, company ID etc.) from both the owner and his representative.