



## Online Payment

**Reference No.- 996647-ORD-1252597795**

### Transaction Approved

Thank you for using the DLSU Online Payment Facility. Please take note of the separate reference numbers for requested documents and payment. Thank you.

#### Transaction Details

Reference No.	1252597795
Payment Ref.No.	996647
Name	MANSUKHANI, ASANRO JAY EVANGELISTA
Current Address	Acqua Private Residences, Niagara Tower Unit 601, Barangay Hulo, Mandaluyong, 1550
Phone No.	09989453301
Email	ajmansukhani.ajm@gmail.com
Alternate Email	asanro_mansukhani@dlsu.edu.ph
Gender	Male
Birth Date	04-Feb-2003
Place of Birth	Iloilo City
Citizenship	Filipino

#### Delivery Details

Mailing Address	Acqua Private Residences, Niagara Tower Unit 601, Barangay Hulo, Mandaluyong City 1550
Delivery Area	Pick up at DLSU (by APPOINTMENT only)
Contact No	09989453301
Total Weight	50.00 grams
Delivery Charge	Php 0.00
Processing Type	Express Processing
Document Release Date	28-Nov-2025

Document	Official Transcript of Records (for Evaluation) for Undergraduates
Degree	Bachelor
Student No.	12193755
Cost	Php 1,000.00
No of Copies	1

**Other Instructions**

Sub Total	Php 1,000.00
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Document	Certificate of Enrollment*IMPORTANT: Indicate the Academic Year and Term in the "Other Instructions".
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Degree	Bachelor
	CSST-18

Student No.	12193755
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Cost	Php 600.00
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No of Copies	1
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Other Instructions	First Term of The Current School year (this term)
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Sub Total	Php 600.00
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**Payment**

Total Document Cost	Php 1,600.00
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Total Delivery Cost	Php 0.00
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Total Cost	Php 1,600.00
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**Important Reminders****Processing for Documents**

- **Processing days exclude Saturdays, Sundays, Holidays, and Christmas break.**
- There are instances when requests will require longer processing days or will require additional information. A notification email will be sent to the requestor for these cases.
- For Special Handling Requests, kindly email scanned copies of the forms (e.g. WES, CES, LSAC, NCEES, IQAS, etc.) to [hub@dlsu.edu.ph](mailto:hub@dlsu.edu.ph).

**Release of Documents**

- To provide an **effortless experience** to requesting parties, the mode of release for documents shall **primarily be by courier**. Kindly note that the **processing time** of the documents is **distinct from the delivery time**.
- Estimated delivery time can be viewed [here](#).
- An option for in-person collection of requested documents is available. Please access the link below to schedule an appointment. Kindly indicate the Release Date in the comments field:
  - [Taft Campus](#)
  - [Laguna Campus](#)
- In case of declared office work suspension or changes in campus entry policies, the appointment is automatically deemed cancelled and client must book a new appointment.
- Only those with confirmed appointments will be allowed entry/entertained.

**Status of Documents**

- A separate email containing a tracking number will be sent once documents are endorsed to DLSU's courier partner.

- Once documents are released to the courier, the delivery status can be tracked via the courier website.
- For questions or follow-up, please visit [The Concierge Support Portal](#) and select *Report an Issue > Academic Document Requests > Document Follow-up*.

## Packaging of Documents

- Delivery to local address - Documents are packed in bulk and are sealed in 1 brown cardboard envelope.
- Delivery to international address - Documents are individually sealed in 1 brown cardboard envelope. Additional charges may apply depending on total fr

## Retention of Documents

- Documents that are unclaimed will be destroyed after sixty (60) working days.
- Documents that are undelivered will be returned to DLSU and will be destroyed if it is unclaimed after sixty (60) working days.

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