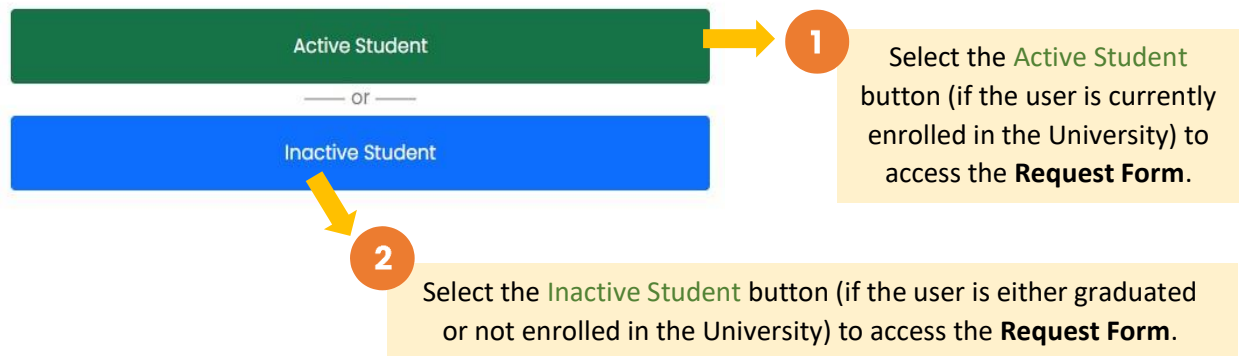


# DRMS GUIDELINES FOR THE ACTIVE AND INACTIVE STUDENT FOR REQUESTING DOCUMENT IN THE OFFICE OF ADMISSION

## Request Now

(Please choose from the option below to proceed)



### REQUEST FORM (Active Student)

1 2 3 4 5

#### DATA PRIVACY NOTICE

The CLSU Office of Admissions is committed to ensure that the data privacy rights of its stakeholders are upheld and protected. We need to get personal information in order to fulfill your request. Due to data privacy concerns, we will only release documents about academic records to you as the document owner or to your duly authorized representative. You or your representative will be requested to upload a copy of a valid government-issued ID card. You have the right to refuse to provide personal information to us, or withdraw any previously given consent. However, please understand that your decision to withhold personal information may prevent us from fulfilling your request. By submitting this electronic form, you give permission to the OAd to store and process your personal data in adherence to the principles of transparency, legitimate purpose, and proportionality as required by RA 10173 or the Data Privacy Act of 2012. For concerns on data privacy, please contact us at oad-privacy@clsu2.edu.ph.

☐ I Agree And Understand

I hereby confirm that I'm personally requesting for document(s) that I own and that I am NOT requesting for document(s) on behalf of another person.

☐ I Confirm

Next

**3** After clicking either of the two buttons, to set up the request form, the student is required to response to the data privacy notice by checking the box below indicating **I Agree and Understand** and **I Confirm**. Then select the **Next** button to proceed to the next page.

## REQUEST FORM (Active Student)

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### PROOF OF IDENTITY

Please upload your latest FORM 6 as a proof that you are currently enrolled in Central Luzon State University. You can download your FORM 6 in the CLSU Student Portal at the "Enroll now" section.

Upload Form 6

Note: Only pdf, jpeg, jpg, and png files are acceptable.

4

Click the button for selecting and uploading the form 6 (for active student) or valid ID (for inactive student) that will serve as proof of identity.

### PERSONAL INFORMATION

Please fill up the form with valid information. The information provided will be used to contact and validate the information of the student. Unable to provide the required information may prevent staffs in processing the requested document/s.

Student ID \*

XX-XXXX

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Enter **Student ID** for the active student.

Given Name *	Middle Name	Last Name *	Name Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course *	Year *		
-- Select Course --	-- Select year --		
CLSU Email Address *			
<input type="text"/>			

6

Enter a name for your request: **Given name**, **Middle name**, **Last name** and **Name suffix**.

7

Select **Course** and **Year** from the drop-down lists provided.

8

Enter the **CLSU email address** provided by the University.

Phone Number \* 9

+63

Region \* 10 Province \* 10

- Select option - - Select option -

City \* Barangay \*

- Select option - - Select option -

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Back Next

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Enter the **Phone Number** (include only the 10 digits number).

10

Fill the complete address by selecting the **Region**, **Province**, **City** and **Barangay** from the drop-down lists provided.

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Click the **Back** button to view the previous page, then click the **Next** button to proceed to the next page of the request form.

## REQUEST FORM (Active Student)

1 2 3 4 5

### DOCUMENT REQUEST

Please select the type of document corresponding with the number of copies you want to request. Other documents will require additional information to process the document (e.g. school year, semester).

To have multiple requests, tap the "Add more document" button. You may request up to 5 documents at the same time.

-- Select a document -- -- No. of copies --

+ Add more document

12

Specify your request by selecting the **Documents** and **Number of copies** you want to include.

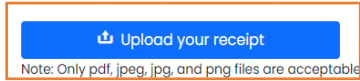
13

Click Add **more document** button for the additional selection of other documents you want to request.

## PROOF OF PAYMENT

The total amount of the document/s requested to be paid is presented below. Proof of payment can be a transfer receipt (screenshot or scan). Optionally, you can upload your proof of payment if you already have your receipt.

Otherwise, if you haven't processed your payment yet, you can proceed to the next page of the transaction. To manage your payment, you can access the "Track your Request" on the system's homepage.



Click the button for selecting and uploading your receipt that will serve as proof of payment.

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Click the **Back** button to view the previous page, then click the **Next** button to proceed to the next page of the request form.

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## REQUEST FORM (Active Student)

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### PURPOSE OF REQUEST

Please select the type of document corresponding with the number of copies you want to request. Other documents will require additional information to process the document (e.g. school year, semester).



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Select the **Purpose of your request** from the drop-down lists provided

### DELIVERY OPTION

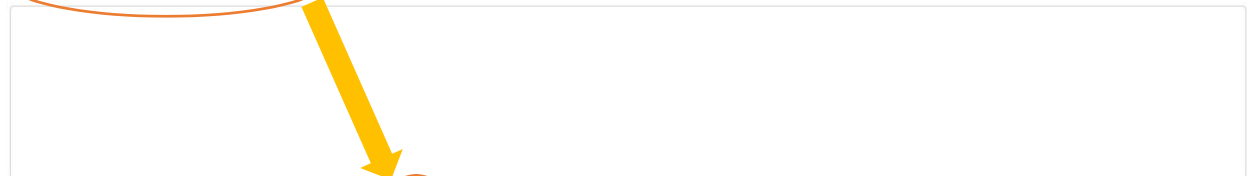
Please note that Transcript of Records does not support "Send through Email Address" option. TOR can be only claim through courier or at the CLSU Main Gate.



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Select the **Delivery option of your request** from the drop-down lists provided.

### ADDITIONAL MESSAGE (OPTIONAL)



18

(Optional) Provide a description or details you want to include from your request.



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Click the **Back** button to view the previous page, then click the **Next** button to proceed to the next page of the request form.

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Click the **Edit icon** from the upper-right and left icon if you want to update some of the information you inputted to the form.

## REQUEST FORM (Active Student)

### PLEASE REVIEW YOUR REQUEST

**Note:** Once the request was submitted, it cannot be edited or updated. Please review your request properly.

Personal Information	Nature Of Request
<b>Proof of Identity:</b> ACFrOgDjQJLwkrfj_VfPctid7IM6Fo5b_embQv converted.pdf <b>Student ID:</b> 18-3278 <b>Full Name:</b> KDNVJEV, NKJNCKDC SD BCKEJV <b>Course:</b> EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM (ETEEAP) <b>Year:</b> Third Year <b>CLSU Email Address:</b> pj@clsu2.edu.ph <b>Phone Number:</b> +639216721342 <b>Complete Address:</b>	<b>Proof of Payment:</b> ACFrOgDjQJLwkrfj_VfPctid7IM6Fo5b_embQv converted.pdf <b>Purpose:</b> Transfer of School <b>Delivery Option:</b> Send through email address <b>Additional Message:</b> nhlksgd <b>Requested Documents:</b> <ul style="list-style-type: none"> <li>x2 Certification of Units Earned</li> </ul>

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Send Request


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Click the **Send Request** button to submit your request form.

22

Click the **Back** button to view the previous page of the request form.

### Rate us to improve our services



23

Select the **Stars** to rate the service and performance of the system.

24

(Optional) Provide your comment and suggestion that will serve as your feedback.

25

Click the **Submit** button to submit your feedback form.