



UNIVERSITY OF CALOOCAN CITY

Brgy. 173, Congressional Road, Caloocan City

OFFICE OF THE REGISTRAR

Date

THE REGISTRAR/PRINCIPAL

Dear Sir/Madam:

Kindly send us the () Honorable Dismissal () Official Transcript of Records (with Remarks: **"Copy for UCC"**) () Form 137-A of Mr./Ms. _____ who has been admitted to this University upon submission of his/her entrance credentials viz. () High School Card / Transcript of Records (with remarks: for Evaluation Purposes), Certification of Grades, Etc.

We shall appreciate it if you could please see item marked "/".

() forward the requested document as soon as possible and mail to the undersigned at the above address.

() allow _____ to hand carry the requested Transcript of Records/Form 137-A in a sealed envelope signed across the flap of the Registrar.

Thank you for your kind consideration.

Very truly yours,

Year Graduated: _____

- () High School
- () Sr. High School
- () College
- () Masteral

Student's Signature: _____

ANNA LEA SHERYL P. ESPINO
University Registrar, North

- () 1st Request
- () 2nd Request
- () URGENT

NOT VALID WITHOUT UNIVERSITY SEAL