

February 10, 2025

**Ann P. Opiña, RMT, MMHSM, PHD**

Dean, School of Nursing, Allied Health and Biological Sciences  
Saint Louis University  
Baguio City, Benguet

Dear Dean Opiña:

Greetings!

I am writing to formally request a Certificate of Below 18 units as part of my scholarship renewal requirement.

I am Samantha Ysabelle S. Estrada, currently a fourth year Bachelor of Science in Medical Laboratory Science intern. During the short term of academic year 2023-2024, I took three units in advance (for the courses CFE 106A&B), which allowed me to complete the required 18.5 units per internship term. As a result, my enrollment load for the current academic year is as follows:

First Semester, A.Y. 2024-2025	I was enrolled in 17 units, as I had already taken 1.5 units during the short term
Second Semester, A.Y. 2024-2025	I am currently enrolled in 17 units, as I had already taken 1.5 units during the short term

Given this, I kindly request the issuance of a Certificate of Below 18 units, addressed to:

Hon. Mayor Belen T. Fernandez Head, Dagupan City Scholarship Program Dagupan City, Pangasinan
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May I also request that both semesters be indicated in the certification as this was required by the scholarship committee for documentation purposes. I greatly appreciate your time and effort in helping me process my documents. Thank you and God bless!

Sincerely,

Samantha Ysabelle S. Estrada  
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