**ATTENTION**

**GRADUATING STUDENTS  
MAY,2017**

**PLEASE FILE YOUR APPLICATION FOR GRADUATION AND SUBMIT IT AT THE DEAN’S OFFICE ON OR BEFORE JANUARY 28, 2017**

**ADDITIONAL REQUIREMENTS:**

**1. FOR LOYALTY MEDALIST (THOSE WHO STUDIED AT THE SLU- LABORATORY ELEMENTARY SCHOOL FROM GRADE I – VI AND AT THE SLU – LABORATORY HIGH SCHOOL FROM 1ST TO 4TH YEAR, QUALIFY AS LOYALTY MEDALIST)**

* **CERTIFICATION FROM THE REGISTRAR OF THE SLU LABORATORY ELEMENTARY SCHOOL THAT YOU COMPLETED GRADES I – VI.**

**2. PERMIT STUDENTS (STUDENTS WHO ENROLLED IN OTHER SCHOOLS)**

* **SUBMIT CERTIFICATE OF ENROLLMENT INDICATING THE SUBJECT/S AND NUMBER OF UNITS YOU ENROLLED.**
* **SUBMIT A COPY OF YOUR GRADES DULY SIGNED AND SEALED BY THE SCHOOL REGISTRAR ON OR BEFORE MAY 27, 2017.**

**3. BIRTH CERTIFICATE**

**STUDENT WHO HAVE DISCREPANCY/IES IN SCHOOL RECORDS/BIRTH CERTFICATE, PLEASE REPORT TO WINDOW 6 OF REGISTRAR’S OFFICE.**

**N.B. APPLICATION FOR GRADUATION WITH INCOMPLETE REQUIREMENTS SHALL BE RETURNED TO THE DEAN’S OFFICE.**