

REQUEST FORM

Date _____

To : THE DIVISION CHIEF
 Science and Technology Scholarship Division
 Science Education Institute

Re : REQUEST FOR SCHOLARSHIP CLEARANCE

This is to request for the issuance of clearance:

Please check the needed documents	Requirements
For NBI – Clearance for local employment	<input type="checkbox"/> Transcript of Records or True Copy of Grades or diploma for scholar-graduate; or <input type="checkbox"/> Registration form for OJT/SIT certification from school for on-going scholar Note: On-going scholar – for OJT/SIT purpose only
For NBI – Clearance for application for passport	<input type="checkbox"/> Guaranty letter or <input type="checkbox"/> Deed of Undertaking* or <input type="checkbox"/> Official Receipt of cash bond posted or <input type="checkbox"/> Original copy of GSIS Surety Bond
For DFA – Passport	* Photocopy of I.D. and ITR or Certificate of Employment of co-maker
For BI – Travel Order	
Final clearance	<input type="checkbox"/> Certificate/s of Employment/Service Record or <input type="checkbox"/> Official Receipt of refund of scholarship benefits received
Computation of scholarship benefits received	<input type="checkbox"/> Transcript of Records or True Copy of Grades and/or <input type="checkbox"/> Certificate of Employment
Others (Please specify.):	

Purpose _____

Requested by:

Name of Scholar/Signature _____ Sex _____

Contact Number _____ E-mail Address _____

DOST Scholarship Category	DOST Scholarship Program	Year of Award	Course	School
Undergraduate				
MS				
Ph.D				

(To be filled out by SEI Staff)

Category	Status	Effective on	Verified by	Date
Undergraduate		()1 st ()2 nd ()3 rd ()4 th Sem, AY _____		
() MS () Ph.D		()1 st ()2 nd ()3 rd ()4 th Sem, AY _____		

Request processed by _____ Date _____
 Mode of release Picked-up/mailed/faxed _____ Date _____