



APPLICATION FOR RENEWAL OF RECOGNITION

Date

MA. LOURDES R. QUIJANO, PhD
Dean, Office of Student Affairs and Services
This University

MADAME:

Pursuant to **Rule 5, Section C, Chapter II, Part IV** of the **NEUST Student Hand Book of 2019**, we hereby signify our intention to renew the recognition of our Non-Political Student Organization,

Name of Organization

Attached herewith are the necessary documents required for the renewal of the application intended for recognition. To wit:

- a. Formal letter of intent to seek renewal for recognition;
- b. Updated Constitution-and-by-Laws if amended, (if not amended, only a certification to this effect signed by its President and concurred by the Faculty Adviser);
- c. Updated list of Board of Officers, with their names, respective positions, course and year, and address;
- d. Name of the Faculty Adviser/s with a Letter of Acceptance addressed to the Dean of Student Affairs;
- e. Proposed activities for the entire school year including the tentative dates of implementation and brief description of the activity;
- f. List of at least 30 members with their names, course and year, addresses and specimen signatures.
- g. Accomplishment Reports, Documentation and Financial Statement of previous Academic Year

Respectfully yours,

President
(Signature over printed name)

Noted:

Adviser
(Signature over printed name)

* All of the above documents shall be submitted in triplicate copies to the OSOAD not later than the date prescribed by the same.