

SCHOOL CREDENTIAL REQUEST AND CLEARANCE SLIP

<p>PERSONAL DATA (pls. fill out completely)</p> <p>Date filled: _____ Student #: _____</p> <p>Name of Student: _____</p> <p>Course: _____ Major/Specialization: _____</p> <p>Graduated: ____ Yes ____ No Date of Graduation: _____</p> <p>Academic Honor Received: _____</p> <p>If not graduated, Year Level: _____ Last School Year attended: _____</p> <p>Home Address: _____</p> <p>_____</p> <p>Contact No: _____ Email Add: _____</p> <p>Birth Date: _____ Birth Place: _____</p> <p>Religion: _____ Citizenship: _____ Sex: _____</p> <p>Name of Father: _____</p> <p>Name of Mother: _____</p> <p>Name of Guardian/Spouse: _____</p> <p>If annulled pls. present supporting documents (female only)</p> <p>PRELIMINARY EDUCATION:</p> <p>Elementary: _____</p> <p>Year Graduated: _____</p> <p>Secondary: _____</p> <p>Year Graduated: _____</p> <p>Junior High: _____</p> <p>Year Graduated: _____</p> <p>Senior High: _____</p> <p>Year Graduated: _____</p> <p>For Law & Graduate Studies Students</p> <p>Tertiary: _____</p> <p>Year Graduated: _____</p> <p>Please fill-out below if currently employed</p> <p>Employed at: _____</p> <p>Position: _____</p> <table><tr><td colspan="3">Requesting for: (check applicable box or boxes)</td></tr><tr><td>Credential Type</td><td>No. of Copy</td><td>Amount</td></tr><tr><td><input type="checkbox"/> Transcript of Records</td><td>_____</td><td>_____</td></tr><tr><td><input type="checkbox"/> Honorable Dismissal</td><td>_____</td><td>_____</td></tr><tr><td><input type="checkbox"/> Good Moral Character</td><td>_____</td><td>_____</td></tr><tr><td><input type="checkbox"/> Diploma</td><td>_____</td><td>_____</td></tr><tr><td><input type="checkbox"/> Authentication</td><td>_____</td><td>_____</td></tr><tr><td><input type="checkbox"/> Course Description / Outline</td><td>_____</td><td>_____</td></tr><tr><td><input type="checkbox"/> Certification</td><td>_____</td><td>_____</td></tr><tr><td><input type="checkbox"/> CAV / Red Ribbon</td><td>_____</td><td>_____</td></tr><tr><td colspan="2"></td><td>Total ₱ _____</td></tr></table> <p>Purpose: _____</p> <p>_____</p> <p>Assisted by</p>	Requesting for: (check applicable box or boxes)			Credential Type	No. of Copy	Amount	<input type="checkbox"/> Transcript of Records	_____	_____	<input type="checkbox"/> Honorable Dismissal	_____	_____	<input type="checkbox"/> Good Moral Character	_____	_____	<input type="checkbox"/> Diploma	_____	_____	<input type="checkbox"/> Authentication	_____	_____	<input type="checkbox"/> Course Description / Outline	_____	_____	<input type="checkbox"/> Certification	_____	_____	<input type="checkbox"/> CAV / Red Ribbon	_____	_____			Total ₱ _____	<p>This Section is to be filled-out by the Registrar's staff only</p> <p>To be claimed on : _____ Time: _____</p> <p>Assisted by: _____</p> <p>Received by: _____</p> <p>_____</p> <p>Signature over Printed Name Date</p> <p>Released by: _____</p> <p>For Good moral Certificated Request:</p> <p>Semester & SY Started: _____</p> <p>Semester & SY graduated/stopped: _____</p> <p>NSTP Serial No: _____</p> <p>S.O. No: _____</p> <p>Date Issued: _____</p> <p>CLEARANCE CERTIFICATION (To be filled-out by concerned offices)</p> <p>This is to certify that the student whose name appeared here is cleared of any financial obligation from offices below.</p> <p>FSUU Bookstore:</p> <p>_____</p> <p>Signature over Printed Name</p> <p>Office of Admission & Scholarships:</p> <p>_____</p> <p>Signature over Printed Name</p> <p>For Board Exam Purposes:</p> <p>_____</p> <p>Signature over Printed Name</p> <p>Thesis Clearance:</p> <p>_____</p> <p>Signature over Printed Name</p> <p>Data Administration Office:</p> <p>Old Account OPIS Amount ₱ _____</p> <p>_____</p> <p>Signature over Printed Name</p> <p>Cashier:</p> <p>OR#: _____ Amount Paid: _____ Date Paid: _____</p> <p>(attach O.R.)</p> <p>_____</p> <p>Signature over Printed Name</p>
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		Total ₱ _____																																

PLEASE BE REMINDED OF THE FOLLOWING:

1. Present Official Receipt from the Cashier upon claiming requested documents. **ALL FEES PAID ARE NON-REFUNDABLE.**

2. If claimant is **NOT** the student, please submit the following:

 a) Authorization Letter b) Photocopy of any gov't. Issued ID of the claimant and the student

3. TOR request **(will only be processed upon receipt of picture thru email)**

*Processing time is 12-24 working days *Submit ₱30.00 worth documentary stamps

*Email scanned passport size ID picture in jpeg format (size 640x480 pixels or 72 DPI) to registrar.staff@urios.edu.ph with subject: **Lastname_Firstname_Course+last SY attended**

(Example: BAUTISTA_MARIE_BSIT2012-13) and picture file name: **student number** (Example: 1210000345.jpg)