## **Father Saturnino Urios University**

## OFFICE OF THE REGISTRAR

**Butuan City** 

Tel. No. (085) 342-1830 Local 3512/Email Address: registrar@urios.edu.ph

**Revised RO-F5-8** SY 2019-2023 S6-S4-2017

## SCHOOL CREDENTIAL REQUEST AND CLEARANCE SLIP

PERSONAL DATA (pls. fill out completely)	This Section is to be filled-out by the Registrar's staff only
Date filled:Student #:	For Good Moral Certificate Request:
Name of Student:	Semester & SY started:
Course: Major/Specialization:	Semester & SY graduated/stopped:
Graduated:Yes No Date of Graduation:	Status:
Academic Honor Received:	
If not graduated, Year Level: School Year: Semester:	
Home Address:	CLEARANCE CERTIFICATION
Contact No: Email Add:	(To be filled-out by concerned offices)  This is to certify that the student whose name appeared here is cleared of any fine points ability of the files.
Birth Date: Birth Place:	financial obligation from offices below.
Religion:         Citizenship:         Sex:	
Name of Father:	
Name of Mother:	FSUU Bookstore:
Name of Guardian/Spouse:	- Control Pittelli
If annulled pls. present supporting documents (female only)	Signature over Printed Name
PRELIMINARY EDUCATION:	
Elementary:	Office of Admission & Scholarships:
Year Graduated:	Signature over Drinted Name
Secondary:	Signature over Printed Name
Year Graduated:	For Dound France Doung and
Junior High:	For Board Exam Purposes:
Year Graduated:	Signature over Drinted Name
Senior High:	Signature over Printed Name
Year Graduated:	Thesis Clearance:
For Law & Graduate Studies Students	inesis Ciedrance:
Tertiary:	Signature over Printed Name
Year Graduated:	Signature over Printed Name
Please fill-out below if currently employed	Data Administration Office:
Employed at:	Old Account OPIS Amount P
Position:	
Requesting for: (check applicable box or boxes)  Credential Type No. of Copy Amount	Signature over Printed Name
Transcript of Records Honorable Dismissal	Cashier:
Good Moral Character Diploma	OR#: Amount Paid: Date Paid:
Authentication Course Description / Outline Certification	
CAV / Red Ribbon	Signature over Printed Name
Total ₱	
Purpose:	
Assisted by	
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:
- b) Photocopy of any gov't. Issued ID of the claimant and the student a) Authorization Letter

- 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)