



# APPLICATION FOR DIPLOMA

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☐ **DUPLICATE**

**BILLING NO.** \_\_\_\_\_

Amount: \_\_\_\_\_

*I hereby apply for clearance and issuance of my diploma.*

**PLEASE PRINT LEGIBLY**

\_\_\_\_\_  
Signature

NAME: \_\_\_\_\_  
First Middle Last

STUDENT NO. : \_\_\_\_\_ NATIONALITY: \_\_\_\_\_ CONTACT NO. : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

DEGREE : \_\_\_\_\_ DATE OF GRADUATION : \_\_\_\_\_

SPECIALIZATION (for Graduate Studies only) : \_\_\_\_\_

Applicant also hereby allows the University to release and use the above stated information for legitimate purposes and allow the release only to authorized personnel in accordance with the Data Privacy Policy of the University.

A **letter of authorization** to transact business or to claim records is required if the applicant himself is unable to do so.

## CLEARANCES:

Bookstore _____	ELC _____
Cardinal & Gold (OSA) _____	ILMO _____
Center for Guidance and Counselling _____	NSTP _____
Center for Career Services _____	NAMA Office _____
Office of the Prefect of Discipline _____	Dean's Office _____
Office of the Registrar (PSC) _____	Library _____
Thesis Title: _____	Treasury Department _____

*Return this form to the Office of the Registrar  
Customer Service Section upon payment*

Signatures verified and all data certified and correct.

CUSTOMER SERVICE SECTION	TREASURY	
Signature/Date	Assistant Treasurer	Payment Validation

**To be filled out by the Office of the Registrar personnel only**

Received for printing by/Date: Customer Service Section	Printed by/Date: Records Section Chief	OK for signature of Dean and President: University Registrar
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**I hereby acknowledge receipt of my diploma.**

Signature over printed name/Date	Authorized Representative Signature over printed name/Date	Released by/Date: Customer Service Section
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