



PERMIT TO ADD COURSE/S

Document Code:	QF-OUR-06	Revision Number:	3
Effectivity:	July 12, 2019	O.R. No.	
OUR use only		Date Received:	

Name: Family Name Given Name Middle Name ID No.

Degree and Year:

REASONS: ☐ Not offered during regular enrollment period Term: (☐ 1st Sem (☐ 2nd Sem (☐ Mid-Year School Year)
☐ New curriculum ☐ Others (specify):

COURSE (S) TO ADD		COURSE (S) TO ADD	
Class Code	Course No.	Course Title	

I agree to pay the increase of matriculation.

I certify that the additional unit/s is within the allowable total units of the degree program for the semester.

Student's Signature

Date:

OUR COPY

Department Chairperson
(Signature Over Printed Name)

Registrar
Date:

College Dean/ Institute Director
(Signature Over Printed Name)

Date:



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ACCOUNTING OFFICE COPY

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