PROXYING GUIDELINES

INTERSESSION SY 2019-2020

Requirements for proxies during the Registration Proper:

(1) ATENEO ID or any ID with picture and signature of the student being proxied.
(2) Any ID with picture and signature of the Proxy.
(3) Type-Written or Word-Processed Authorization Letter following the guidelines below.
(4) AISIS Account Username and Password of the student being proxied.

These requirements must be presented to the RegCom member at the waiting area.

Type-Written or Word-Processed Authorization Letter Guidelines

- Indicate the **date the letter was written** AND **the date or duration of validity of the authorization letter.**
- **Indicate the name of the proxy,** authorizing him/her to receive regform (applicable for Graduate students and Special Students only) and/or enlist for you during registration.
- **Indicate the student's concern and all pertinent details regarding** the student's problem.
- The student must **sign his/her name** below the letter, above his/her **printed name.**
- Letter will be considered invalid if any of the abovementioned requirements are missing.

NOTE:

ONLY TYPEWRITTEN or WORD PROCESSED Proxy/Authorization letters will be honored during the distribution of regform (applicable for Graduate students and Special Students only) and during registration proper.

Other Proxying Reminders:

- For undergraduate level, a proxy can only represent one student **("one-is-to-one" policy)** when proxying.
- A student proxying for another student will only be allowed to enlist for both himself and the one he/she is a proxy for if their **random numbers fall within the same batch and school.**
- A student proxying for a John Gokongwei School of Management student must also observe the proper JGSOM Dress Code.
- Students must likewise know the **AISIS Account Username & Password** of the students they are proxying for to avoid delays in their registration.
- Proxies must know which classes the person they are proxying for wants and have back-up schedules in case the classes are closed.
- NO PROXIES ALLOWED for any ID related matters.

Sample Proxy Letter:

[Date Written]

Dear Sir/Ma'am:

This is to certify that [proxy's name], [state of relationship], will be registering on my behalf for the Intersession Registration SY 2019-2020 due to [reason why student needs proxy].

I am asking my proxy to go on my behalf in order to resolve the following issues regarding my registration [state the student's problem including all pertinent details regarding the problem including reason].

This letter will be valid from June 10-11, 2019 only.

Thank you for your kind consideration.

[affix signature here]
[Student's name]
[ID number]
[Year and Course]