

PROXYING GUIDELINES

SECOND SEMESTER SY 2018 – 2019

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 above-mentioned 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 Second Semester Registration SY 2018 – 2019 due to [reason why student needs proxy].

I am asking my proxy to go to manual registration on my behalf because [state student's problem and all pertinent details regarding the problem including reasons].

This letter will be valid from [January 15-17], 2019 only.

Thank you for your kind consideration.

[affix signature here]

[Student's name]

[ID number]

[Year and Course]

Legend: replace those inside [].