



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
Intramuros, Manila

**REQUEST FOR TRANSFER CERTIFICATE**

I have the honor to apply for the issuance of  
Transfer Credentials this \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_

I am going to enroll in \_\_\_\_\_  
\_\_\_\_\_ located at  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
College

\_\_\_\_\_  
Credentials Submitted

\_\_\_\_\_  
First Enrollment in College

\_\_\_\_\_  
Last Enrollment in College

Surname First Name Maternal Surname

\_\_\_\_\_  
No. of Semester/Summers Attended

\_\_\_\_\_  
Receiving Clerk

\_\_\_\_\_  
Date Obtained

**(COPY FOR THE UNIVERSITY REGISTRAR)**



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
Intramuros, Manila

**CERTIFICATE OF TRANSFER**

\_\_\_\_\_, 20 \_\_\_\_

TO WHOM IT MAY CONCERN:

This is to certify that, Mr./Ms. \_\_\_\_\_ (Student No. \_\_\_\_\_) of the College  
of \_\_\_\_\_ is hereby issued this Certificate of Transfer from this University effective today.  
His/Her official transcript of records shall be forwarded upon receipt of the **REQUEST SLIP** below.

NOT valid without SEAL.

\_\_\_\_\_  
University Registrar

**REQUEST SLIP**

\_\_\_\_\_, 20 \_\_\_\_

The University Registrar  
Pamantasan ng Lungsod ng Maynila  
Intramuros, Manila

Madam:  
Mr./Ms, \_\_\_\_\_ of the college of \_\_\_\_\_ has applied for enrollment  
in this school and has been temporarily admitted pending receipt of his/her transcript of records from your school.

\_\_\_\_\_  
School

\_\_\_\_\_  
University Registrar

\_\_\_\_\_  
Address