

## OUR DOCUMENTS AND THEIR NEEDED ATTACHMENTS

<b>FOR UNDERGRAD</b>	
<b>DOCUMENTS</b>	<b>THEIR ATTACHMENTS</b>
Certificate of Candidacy for Graduation	N/A
Certificate of Enrollment	Printed SER
CTC of SER	Printed SER
Certificate of Grades	N/A
Certificate of Grades with GWA	N/A
Certificate of Units Earned	N/A
Certificate of Medium of Instruction	N/A
Certificate of NSTP Serial No. (ROTC/CWTS)	N/A
Certificate of Course Description (All subjects taken or Specific subject only)	N/A
Certificate of Course Syllabus	N/A
CTC of F137	N/A
Replacement of ID	Affidavit of Loss
Transfer out/Honorable Dismissal	<ul style="list-style-type: none"> <li>• COG (<i>Need Clearance Form and Need to surrender PLM ID or Student iD</i>)</li> <li>• HD (<i>Endorsement Letter from College</i>)</li> <li>• TOR (<i>ID Picture (2PCS 1.5 X 1.5 White Background w/ Nametag)</i>)</li> </ul>
CAV for Abroad or DFA/CHED Authentication	<ul style="list-style-type: none"> <li>• Endorsement Letter (From OUR)</li> <li>• Certificate of Enrollment</li> <li>• Certificate of Grades or TOR</li> </ul>
<b>FOR ALUMNI</b>	
CAV for Board Exam	<ul style="list-style-type: none"> <li>• Photocopy of Diploma (English and Tagalog for below 2017 Grad)</li> </ul>

	<ul style="list-style-type: none"> <li>• Photocopy of TOR</li> </ul>
CAV for Abroad or DFA/CHED Authentication	<ul style="list-style-type: none"> <li>• Photocopy of Diploma (English and Tagalog for below 2017 Grad)</li> <li>• Photocopy of TOR</li> <li>• Endorsement Letter (From OUR)</li> </ul>
Transcript of Records	<p>Need ID Picture (<i>2PCS 1.5 X 1.5 White Background w/ Nametag</i>)  <i>Note: Need to update the ID Picture in every 5 years</i></p>
Certified True Copy of TOR	Need to present the original copy and they need to provide a photocopy
Original TOR for other school or to transfer credentials	Need formal letter from other school or honorable dismissal
CTC Diploma	Need to present the original copy and they provide a photocopy
Certificate of Graduation with special paper for loss diploma	Notarized affidavit of loss and OUR form
Certificate of Graduation	N/A
Certificate of Graduation w/ Latin Honor	N/A
Certificate of Medium of Instruction	N/A
Certificate of Units Earned	N/A
Certificate of GWA	N/A
Certificate of NSTP ROTC/CWTS	N/A
Course Description (All subjects or Specific subject only)	N/A
Course Syllabus (Selected Courses)	N/A
Certificate of Completion	N/A
Certificate of Ranking	N/A
Certificate of No Objection	N/A
English Translation of Diploma (For below 2017 Grad. They need to submit a copy of Tagalog Diploma)	N/A
CTC F137	N/A
	<ul style="list-style-type: none"> <li>• WES</li> </ul>

<p>Other forms that need to attach a copy of TOR</p>	<ul style="list-style-type: none"><li>• IQAS</li><li>• CGFNS</li><li>• NY2F</li><li>• NCEES</li><li>• NNAS</li><li>• CALIBON</li><li>• ICD</li><li>• PGH</li></ul>
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