DEPARTMENT OF REGISTRATION AND RECORDS MANAGEMENT

The UE Department of Registration and Records Management (DRRM) implements the University’s policies on enrollment, transfer and graduation of students, including the generation, storage and use of student records, and preparation of transcripts of records, certifications and diplomas and/or certificates. It also takes charge of commencement and University-related exercises.

UE graduates and alumni may apply online for their diploma, transcript of records, certificate of English as the medium of instruction, certificate of honorable dismissal, et cetera (except for the certificate of good moral character\*), please fill out the Google Form of the UE Department of Registration and Records Management (DRRM, a.k.a. the Registrar’s office) through the applicable link listed below based on your UE campus:

UE Manila: registrar@ue.edu.ph

UE Caloocan: //docs.google.com/forms/d/16YHlZMp\_laZ8WbMT0hG2\_WmCkabLbJO4tVaah5JcZSQ

Processing, including clearances with other UE offices concerned and the validation of payment for the requested documents, generally takes 15-20 working days. Within the processing period, the DRRM will email to the requesting alumnus or graduate an advisory on the payment options and possible claiming or delivery date.

(On-campus clearances will be undertaken by the UE DRRM on the alumnus’ or graduate’s behalf, and the DRRM will advise about any clearance-related issue.)

The UE DRRM may also be contacted via landline call on non-holiday Mondays to Fridays, within 8 a.m. to 12 noon or within 1 to 5 p.m., via:

UE Manila: (632) 8-735-5471 local 396 (or via email to registrar@ue.edu.ph)

UE Caloocan: (632) 8-367-4572 local 184 or (632) 8-364-2601 (or via email to drrm.cal@ue.edu.ph)

\* The collegiate certificate of good moral character of UE alumni and graduates is applied for with the Student Affairs Office, via collegiate certificate of good moral character from the UE Student Affairs Office via email to sao@ue.edu.ph (if the campus is UE Manila) or sao.cal@ue.edu.ph (for UE Caloocan).