

HOW TO **FILL OUT, PROCESS & COMPLETE** the Application for Graduation Form?

#### Step 1: FILL UP THE FORM

**FILL out the fields** on the form **LEGIBLY** up until the student's signature over printed name.

#### Step 2: SEEK TEACHERS SIGNATURE (CURRENT SUBJECT BEING TAKEN)

Inform your subjects teachers that **his/her signature needs to be physically affix** on the Application for Graduation Form as per registrar. If **he/she cannot affix the signature by himself/herself or YOU ARE NOT IN CITY/PROVINCE OF CEBU** then please ask for advice about an **alternative solution** or an **authorize representative** to sign it in his/her behalf. IF **ALL SIGNATURE IS PRESENT** THEN YOU MAY **PROCEED TO STEP 3**

#### Step 3: SEEK DEANS APPROVAL

**SUBMIT AND LEAVE** THE FORM TO CCS OFFICE FOR DEANS SIGNATURE ALONG WITH **1 Junior Size Toga Photo (Black and White – LAIN SAD NI NGA PHOTO ON TOP SA GI PANGAYO SA REGISTRAR)**. IF THE **PHOTO REQUESTED IS NOT AVAILABLE**. PLEASE **SHOW YOUR RECIEPT AS A PROOF** INSTEAD. ONCE SUBMITTED, THE CCS OFFICE WILL FORWARD THE DOCUMENTS TO THE OFFICE OF THE ACADEMIC AFFAIRS (DR. SAYSON) FOR SIGNATURE. THE OFFICE WILL **REACH BACK or CONTACT** AS SOON AS THE DOCUMENTS HAS BEEN SIGN.

#### Step 4: GUIDANCE CENTER FOR EXIT INTERVIEW

**4.1 YOU MAY WALK-IN** OR ANSWER GOOGLE FORM BELOW:

[https://docs.google.com/forms/d/e/1FAIpQLSfrTBl0aCuy\\_xmRgvJD6CE-YAz0ttnAlc7YZsfpYCg0lC46Ow/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfrTBl0aCuy_xmRgvJD6CE-YAz0ttnAlc7YZsfpYCg0lC46Ow/viewform?usp=sf_link)

**4.2 SCAN / PICTURE** your Application for Graduation Form and **SUBMIT DOCUMENT** to [guidance.main@uc.edu.ph](mailto:guidance.main@uc.edu.ph) for **SIGNATURE**

*If you have any questions about regarding Step 4, reach to guidance center FB Page:*

<https://www.facebook.com/UCGuidanceCares/>

#### Step 5: SUBMISSION

Submit the Application for Graduation Form and Application for Inclusion in the UC Yearbook Publication Form **INCLUDING 2 pcs 2x2 and Junior Size Photo Colored (Toga) – IF AVAILABLE. IF NOT THEN YOU MAY SUBMIT THE DOCUMENTS MENTIONED ABOVE WITHOUT THE PHOTOS (2x2 & Junior Size) AND SUBMIT IT ONCE AVAILABLE.**