



OFFICE OF THE UNIVERSITY REGISTRAR

University of the Philippines Visayas

5023 Miag-ao, Iloilo

Tel. No. (033) 315-85-56

E-mail Address: our\_upvisayas@yahoo.com



NOTE : Please PRINT your name and address. Thank you.

IMPORTANT: Application for Official Transcript of Records & Certificate of Graduation must be accompanied by a University Clearance.

Note: To be FILLED-OUT only by O.U.R. Staff

CLAIM STUB NO.: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

DATE CLEARED : \_\_\_\_\_

For graduates requesting for PRC Board Examination, please submit a passport size picture with white background. The student must be wearing a shirt/blouse with collar.

APPLICATION FOR: No. of Copies

Official transcript of records (OTR) [ ]
Authenticated copies [ ]

Certificates: [ ]

Certificate of graduation [ ]

English as medium of instruction [ ]

CAV (Authentication & Verification) [ ]

Course description [ ]

Units earned [ ]

Bonafide student [ ]

General weighted average [ ]

Grade point average [ ]

Letter of No Objection [ ]

HD (for graduated students only) [ ]

Others: [ ]

English Translation of Diploma [ ]

Record verification [ ]

Authentication [ ]

Other document [ ]

1st time to apply?

[ ] Yes

[ ] No

If NO, date of last application: \_\_\_\_\_

[ ] Updating

[ ] Recopies

DATE \_\_\_\_\_

AMT PAID \_\_\_\_\_

O.R. NO. \_\_\_\_\_

(Please attach photocopy of diploma)

RATES

Official Transcript of Records

Php 50.00/page (on security paper)

OTR Application from abroad

(inclusive of mailing, exclusive of bank charges)

US \$ 30.00 via registered mail

US \$ 50.00 Asia & US via courier

US \$ 60.00 Europe & Africa via courier

Certificates Php 40.00/page

English translation of diploma Php 50.00/copy

Computation of GWA/GPA Php 100/computation

Authentication of documents Php 20.00/page

Envelop Php 10.00/envelop

Administrative cost Php 10.00

Verification of Records

Local Php 100/student

Application from abroad US \$ 20.00

(exclusive of OTR and bank charges)

Mailing fees are subject to prevailing Philippine postal rates

PURPOSE OF APPLICATION (Pls. check):

[ ] Employment [ ] Local [ ] Abroad

[ ] Scholarship [ ] Local [ ] Abroad

[ ] Enrollment [ ] Local [ ] Abroad

[ ] UP Visayas/UP System

[ ] Transfer to other school

[ ] COPY FOR (Please attach school request)

[ ] PRC Licensure Exam

[ ] Certification, Authentication & Verification for DFA

[ ] Migration

[ ] Records Purposes

[ ] Others \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_

(Please Print Legibly)

LAST

FIRST

MIDDLE

(Based on birth certificate; If married, encircle family name used during last enrollment in U.P.)

PERMANENT ADDRESS: \_\_\_\_\_

STUDENT NO:

Grid for student number

FATHER'S NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

STUDENT'S PLACE OF BIRTH: \_\_\_\_\_

PLEASE CHECK:

[ ] To be picked up personally

[ ] To be mailed to the following address (es) \_\_\_\_\_

(If more than one, attach mailing list) \_\_\_\_\_

Please indicate all U.P. colleges/units attended in chronological order.

Table with 4 columns: UP COLLEGE(S)/UNIT(S) ATTENDED IN U.P., DEGREE/MAJOR, INCLUSIVE DATES, DATE OF GRADUATION

NOTE: NON-DISCLOSURE of complete enrollment in U.P. will cause delay in processing your OTR since an UPDATED CLEARANCE IS NEEDED.

For students who transferred or obtained their degree from another school, please indicate all schools attended in chronological order.

Table with 4 columns: Name and Location of Institution, Degree/Title Obtained, Inclusive Dates, Date of Graduation

Signature of Student: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

If representative is filing the application for the student, please furnish the following information:

Name of Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Complete Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

NOTES: 1) After paying the application fee, submit your application and O.R. to the Office of the University Registrar. You will be issued a CLAIM STUB (together with the O.R.) to be presented upon claiming your documents. 2) If you are a REPRESENTATIVE, present a signed authorization letter of request. Upon claiming the requested documents, present the claim stub and your valid I-D.