



UNIVERSITY OF SAN CARLOS
OFFICE OF THE REGISTRAR

APPLICATION FOR SCHOOL RECORDS

Step 1. Please fill in completely.

I wish to apply for: () Transcript of Records Purpose: _____
() Diploma Purpose: _____
() Certificate of Transfer Credential Reason for Transfer: _____
() Certificate of Good Moral Character Purpose: _____
() Certification Purpose: _____
() Others: _____ Purpose: _____

ID No. _____ NAME _____
Course & Year: _____ Graduated? Yes () No () (Family) (First) (Middle)
Present Address: _____ Last Semester in USC: _____
Contact No. _____
Cel #: _____

Note: Students shall surrender their Permanent ID as they apply for Transfer Credentials.

Signature of Authorized Representative Signature of Owner

Step 2. Please secure the signatures of the following for clearance. For students who have just been cleared like fresh graduates, only the Accounting Office (No. 5) should be cleared.

- 1. _____ Department Chairman
- 2. _____ College Dean
- 3. _____ Head, Textbook Department
- 4. _____ Director, USC Library System
- 5. _____ Head, Office of Student Affairs
- 6. _____ Manager, Accounting Office

Step 3. Submit this form to the Records Section for assessment and pay the total amount to the Teller.

Transcript Fee P _____ Documentary stamps P _____
Certification Fee _____
Diploma Fee _____
Mailing Charges _____
Others _____
TOTAL P _____ TOR/Cert. Reg. # _____
Assessed by: _____

O.R. No. _____ Date: _____

Teller's Signature: _____

Step 4. Present the official receipt to the receiving clerk. Your documents will be processed within _____ working days and you will be advised to claim the documents on the date indicated in the claim slip.

Date applied : _____ TOR received by: _____
Received by : _____ Date received: _____
Processed by : _____ Diploma received by: _____
Encoded by : _____ Date received: _____
Verified by : _____

INSTRUCTIONS:

- 1. All records are strictly confidential. As such their disclosure is governed by stringent policies such as: (a) a student is entitled to a transcript of records but to no other confidential records in his/her file; (b) records or grades may be released to parents or guardians without prior approval of the student concerned if he/she is still a minor or has not yet been emancipated from parental authority.
- 2. UNCLAIMED DOCUMENTS WILL BE MAILED AFTER A LAPSE OF ONE MONTH.
- 3. Present an authorization letter and any valid identification card for verification and approval, if documents are PROCESSED and/or CLAIMED NOT BY THE OWNER.