



OFFICE OF THE REGISTRAR

PROCEDURE FOR CORRECTION OF NAME

There is a discrepancy of name if the name in the school records is not the same with the name in the NSO Birth Certificate or ACR. Commonwealth Act. No. 142 as amended by Republic Act No. 6085 prohibits the use of any other name other than registered in the Birth Certificate, of such name as judicially authorized. In view of this, the student has to apply for correction or change of name in the school records to make his/her name therein consistent with the name as appearing in the NSO Birth Certificate or ACR, under the following procedures:

If Filipino citizen, he /she has to submit the following papers **(in two (2) copies)**.

1. Original Birth Certificate. In the absence of the original NSO Birth Certificate, submit proof of loss or non-availability thereof attested by the Local Civil Registrar and Baptismal Certificate issued by the Church. **One (1) copy of the NSO Birth Certificate must be original.**
2. Joint Affidavit of two (2) disinterested parties attesting to the fact, among others, that the assumed name or the name with clerical errors and the legal name of the student refer to one and the same person.
3. Affidavit of student if he/she is of legal age, or that of the parents or guardian if still a minor, explaining the circumstances surrounding the use of assumed name or alias or name with clerical errors attesting the same fact as called for in No. 2.
4. Letter-request for correction or change of name , addressed to –

The Vice President for Academic Affairs
University of San Carlos
Cebu City
(Through the University Registrar)

5. Print-out of final grades or transcript of records bearing the assumed name or name with clerical errors. Apply at the Records Section.
6. Two (2) copies of recent 2x2 picture.

If the student is an alien, he/she has to submit, **in addition** to the foregoing requirements, two (2) copies of his/her ACR duly verified against the original by the Commission on Higher Education, (CHED), HERO VII.

INSTRUCTIONS:

1. Submit the foregoing requirements at the Office of the Registrar for final processing.
2. Application for correction/change of name should be submitted personally by the student and claim your copy of the approval within three (3) days.
3. Request for correction of Birth Certificate should be done through judicial process. Please see a lawyer for guidance.

