



OFFICE OF THE UNIVERSITY REGISTRAR

UNIVERSITY OF THE PHILIPPINES VISAYAS

New Administration Building, UP Visayas, 5023 Miag-ao, Iloilo
Tel. No. (033) 315-85-56 Trunkline: (033) 3159631 to 32 local 191 Or 192
E-mail: our.upvisayas@up.edu.ph



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

All students requesting for PRC Board Examination are required to submit a passport size picture with white background. The student must be wearing a collared shirt or blouse.

APPLICATION FOR:	No. of Copies	1st time to apply?
Official transcript of records (OTR)	<input type="text"/>	<input type="checkbox"/> Yes
Authenticated copies	<input type="text"/>	<input type="checkbox"/> No
Other documents:		
Certificate of graduation	<input type="text"/>	
English as medium of instruction	<input type="text"/>	
CAV (Authentication & Verification)	<input type="text"/>	
Course description	<input type="text"/>	
Units earned	<input type="text"/>	
Bonafide student	<input type="text"/>	
General weighted average	<input type="text"/>	
Grade point average	<input type="text"/>	
Grading system	<input type="text"/>	
Letter of No Objection	<input type="text"/>	
Certificate of Honorable dismissal	<input type="text"/>	
I.D. (succeeding request)	<input type="text"/>	
Original diploma	<input type="text"/>	
English Translation of Diploma	<input type="text"/>	
Record verification	<input type="text"/>	
Authentication	<input type="text"/>	
Other document	<input type="text"/>	

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 for abroad per address or email (exclusive of bank charges, sent via mail/email)
US \$ 30.00 via registered mail
US \$ 50.00 Asia & US via courier
US \$ 60.00 Europe & Africa via courier
Certificates Php 50.00/page
CAV (Authentication & Verification) Php 100.00/copy
English translation of diploma Php 50.00/copy
Computation of GWA/GPA Php 100/computation
Authentication of documents Php 20.00/page
Envelope Php 10.00/envelop
Administrative cost Php 10.00
Verification of Records
Local Php 100/student
Application for abroad US \$ 30.00 per application (exclusive of OTR and bank charges)
Mailing fees are subject to prevailing Philippine postal rates

PURPOSE OF APPLICATION (Pls. check):

- | | | | |
|---|--------------------------------|---------------------------------|---|
| <input type="checkbox"/> Employment | <input type="checkbox"/> Local | <input type="checkbox"/> Abroad | <input type="checkbox"/> PRC Licensure Exam |
| <input type="checkbox"/> Scholarship | <input type="checkbox"/> Local | <input type="checkbox"/> Abroad | <input type="checkbox"/> Certification, Authentication & Verification for DFA |
| <input type="checkbox"/> Enrollment | <input type="checkbox"/> Local | <input type="checkbox"/> Abroad | <input type="checkbox"/> Migration |
| <input type="checkbox"/> UP Visayas/UP System | | | <input type="checkbox"/> Records Purposes |
| <input type="checkbox"/> Transfer to other school | | | <input type="checkbox"/> Others <input type="text"/> |
| <input type="checkbox"/> COPY FOR (Please attach school request) <input type="text"/> | | | |

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:

FATHER'S NAME: MOTHER'S MAIDEN NAME: STUDENT'S PLACE OF BIRTH: DATE 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 attended in chronological order.

UP COLLEGE(S) ATTENDED	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.

Name and Location of Institution	Degree/Title Obtained	Inclusive Dates	Date of Graduation

Signature of Student: Contact No. Email

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

Name of Representative: Signature: Contact No. Email

- NOTES: 1) After paying the application fee, submit your application form and official receipt (O.R.) to the Office of the University Registrar. Your O.R. will serve as your claim stub.
- 2) If you are a REPRESENTATIVE, present a signed authorization letter of request executed by the U.P.V student and photocopy of valid identification card of the UPV student. Upon claiming the requested documents, present the official receipt and your valid I.D.