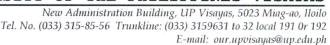
## OFFICE OF THE UNIVERSITY REGISTRAR



## UNIVERSITY OF THE PHILIPPINES VISAYAS





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 Official transcript of records (OTR) 1st time to apply? Official Transcript of Records Authenticated copies Yes Php 50.00/page (on security paper) Other documents: No OTR Application for abroad per address or email Certificate of graduation (exclusive of bank charges, sent via mail/email) If NO, date of last English as medium of instruction US \$ 30.00 via registered mail application: CAV (Authentication & Verification) US \$ 50.00 Asia & US via courier Course description US \$ 60.00 Europe & Africa via courier Updating Units earned Certificates Php 50.00/page Recopies Bonafide student CAV (Authentication & Verification) Php100.00/copy General weighted average English translation of diploma Php 50.00/copy DATE Grade point average Computation of GWA/GPA Php 100/computation AMT PAID \_ Authentication of documents Php 20.00/page Grading system O.R. NO. Letter of No Objection Envelope Php 10.00/envelop Certificate of Honorable dismissal Administrative cost Php 10.00 Verification of Records I.D. (succeeding request) Local Php 100/student Original diploma Application for abroad US \$ 30.00 per application English Translation of Diploma (exclusive of OTR and bank charges) Record verification (Please attach Mailing fees are subject to prevailing Philippine Authentication photocopy of diploma) postal rates Other document PURPOSE OF APPLICATION (Pls. check): [ ] Employment [ ] Local [ ] Abroad ] PRC Licensure Exam ] Scholarship [ ] Local [ ] Abroad ] Certification, Authentication & Verification for DFA ] Enrollment [ ] Local [ ] Abroad ] Migration ] UP Visayas/UP System ] Records Purposes ] Transfer to other school ] Others ] COPY FOR (Please attach school request) 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) DEGREE/MAJOR INCLUSIVE DATES DATE OF GRADUATION ATTENDED 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 Degree/Title Obtained Inclusive Dates Date of Graduation Institution 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. NOTES: 1) After paying the application fee, submit your application form and official receipt (O.R.) to the Office of the University Registrar. You 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

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official receipt and your valid I.D.