OFFICE OF THE UNIVERSITY REGISTRAR UNIVERSITY OF THE PHILIPPINES VISAYAS



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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 Bo student must be wearing a collare		required to submit a p	assport size pictur	e with white background. The
APPLICATION FOR: Official transcript of records (OTR) Authenticated copies Other documents: Certificate of graduation English as medium of instruction CAV (Authentication & Verification) Course description Units earned Bonafide student General weighted average Grade point average Grading system Letter of No Objection Certificate of transfer credentials Certificate of Honorable dismissal I.D. (succeeding request) Original diploma English Translation of Diploma Record verification Authentication	If N app	ime to apply? Yes No O, date of last lication: Updating Recopies E PAID NO. (Please attach ocopy of diploma)	OTR Application (exclusive of b US \$ 30.00 via US \$ 50.00 Asia US \$ 60.00 Eur Certificates Php English translatio Computation of Authentication of Authentication of Envelop Php 10 Administrative c Verification of Re Local Php 100/ Application fro (exclusive of C	e (on security paper) from abroad per address or email ank charges, sent via mail/email) registered mail a & US via courier ope & Africa via courier o 40.00/page on of diploma Php 50.00/copy GWA/GPA Php 100/computation of documents Php 20.00/page .00/envelop ost Php 10.00 ecords
Other document				
NAME OF STUDENT				
 To be picked up personally To be mailed to the follow (If more than one address, Please indicate all U.P. colleges atte UP COLLEGE(S) 	ing address (es) attach mailing list)	l order.	IVE 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 Institution	Degree/Title Obtain		ive 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: Name of Representative: Signature: Signature: Contact No. Email				
NOTES: 1) After paying the applica University Registrar. Yo 2) If you are a REPRESENTA	ation fee, submit your u O.R. will serve as yo ATIVE, present a signe <i>ification card of the</i> L	application form and our claim stub. ed authorization letter	official receipt (O. of request execut	