Date :

The University Registrar

U.P. Visayas

Miagao, Iloilo

Sir/Madam:

I would like to request from the Office of the University Registrar, University of the Philippines Visayas for my (please check applicable document/s)

original diploma

certificate of honorable dismissal/certificate of transfer credentials

I understand that the abovementioned document(s) is/are issued only once and that there are certain risks in the transit of the document(s). I acknowledge that the Office of the University Registrar, U.P. Visayas is not responsible for any loss/damage in the transit that might occur.

In case of loss in transit, the Office of the University Registrar can only provide a certified true copy of the document(s) and/or the English translation of the diploma.

I would like the abovementioned document(s) to be mailed to the following address:

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Very truly yours,

Printed Name and

Signature of Student

(Signature of Parent/Guardian)\*

PETITION GRANTED

NILO C. ARANETA

University Registrar

\*for undergraduate students only

fn.: c:\forms\hd.doc

NAT/alas