

**UNIVERSITY OF THE PHILIPPINES MANILA  
OFFICE OF THE UNIVERSITY REGISTRAR**

**OUR FORM 1**

**INSTRUCTIONS:**

1. **FILL-OUT** request form and submit to the person-in-charge for computation of fees.
2. **PAY** the application fee at the Cashier.
3. **RETURN** your application w/ machine validated payment together with O.R. of payment at the OUR.
4. A **CLAIM SLIP** will be issued with the tentative date when the documents will be ready. Please call 5240534/5239608/8141244/8141245/09152311167 two (2) days before claim date to verify if documents are ready.
5. To claim, present claim slip (NO CLAIM SLIP, NO DOCUMENT) and your ID with photo.
6. **Unclaimed documents will be shredded after six (6) months of application.**

**DATE AND TIME RECEIVED**

	DATE	
	IN	OUT
WINDOW		
FELIX		
SRE		
ENCODER		
CHECKER		
FINAL TOR/FELIX		
SRE		
TARGET OUT		

NAME OF STUDENT: \_\_\_\_\_  
 (Pls. Print Legibly)                      LAST                      FIRST                      MIDDLE  
 (Based on birth certificate; if married, encircle family name used during last enrollment in UP)

STUDENT NUMBER: \_\_\_\_\_ Cellphone No: \_\_\_\_\_ Sex: \_\_\_\_\_ Email Add: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DEGREE: \_\_\_\_\_ INCLUSIVE DATES: \_\_\_\_\_ YEAR OF GRAD.: \_\_\_\_\_

Had accomplished the University Clearance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
With RSA/RSO Contract?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**A. CHECK THE BOX OPPOSITE THE DOCUMENT/S REQUESTED FOR. INDICATE THE NUMBER OF COPIES NEEDED.**

TYPE OF DOCUMENTS	No. of copies	Amount	III. Verification (P100 per copy, if local)	No. of copies	Amount
I. Transcript of Records (P50 per page)			<input type="checkbox"/> Company Verification (CV)		
<input type="checkbox"/> First time request			<input type="checkbox"/> Certification, Authentication & Verification (CAV)		
<input type="checkbox"/> Recopy			IV. Letter Envelope (P10)		
<input type="checkbox"/> Update			<input type="checkbox"/> Envelope (ENV)		
II. Certifications (P50 per copy)			<input type="checkbox"/> Others, please specify:		
<input type="checkbox"/> English Translation of Diploma (ETD)					
<input type="checkbox"/> Certified True Copy of Diploma (CTD)					
<input type="checkbox"/> Certification of Graduation (COG)					
<input type="checkbox"/> Certified Text of Diploma (CTXTD)					
<input type="checkbox"/> Honorable Dismissal (HD)					
			Total:	P	

**B. CHECK THE PURPOSE OF THE REQUEST**

- Employment Local       Employment Abroad       PRC       Others, pls. Specify:  
 Postgraduate studies, local       Postgraduate studies, abroad       Transfer to other school (indicate school)

**C. REQUIREMENT FOR REQUEST OF ENVELOPE (Incomplete address will not be processed)**

Complete address of the receiver: \_\_\_\_\_

Check document/s to be sealed in the envelope:

- TOR     ETD     CTD     COG     CV     CTXTD     HD     CAV

D. Student's Signature: \_\_\_\_\_

If representative is filling out the application for the student/alumni, please furnish the following information:

Name of Representative: \_\_\_\_\_ Tel. No. \_\_\_\_\_  
*Signature over printed name*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_