



University of the Philippines  
[Constituent University]  
REQUEST TO CHANGE/CORRECT  
INFORMATION

[Date]

**The University Registrar**

[Constituent University]

[Address of the Constituent University]

Dear Sir/Madame:

May I request for correction of my information detail(s) in the University records  
from \_\_\_\_\_  
to \_\_\_\_\_?

**The reason for this request** \_\_\_\_\_  
\_\_\_\_\_.

Enclosed are supporting documents:

- Birth Certificate (Annotated PSA Copy)
- Marriage Certificate (PSA Copy)
- Affidavit of Discrepancy
- Affidavit of Two Disinterested Persons
- Court Order re: Change of Name

Truly,

\_\_\_\_\_  
Name and Signature of Student

Contact number: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Student number: \_\_\_\_\_  
 College: \_\_\_\_\_  
 Semester and AY last enrolled: \_\_\_\_\_

\_\_\_\_\_  
Approved change should be based on supporting documents submitted