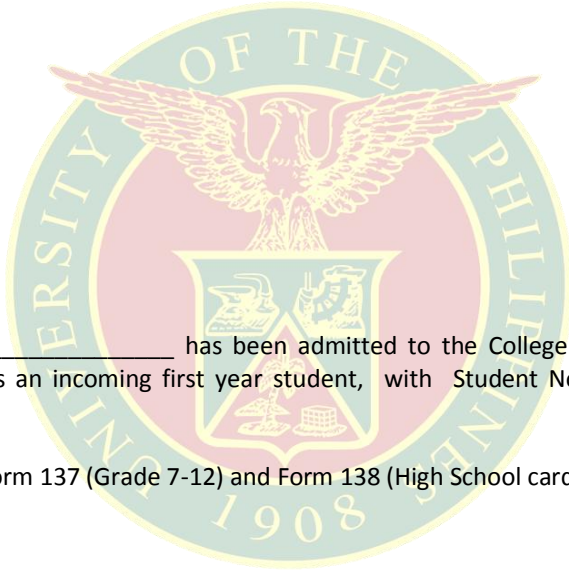


UNIVERSITY OF THE PHILIPPINES MANILA
OFFICE OF THE UNIVERSITY OF REGISTRAR



(DATE)

The Principal/Registrar

Dear Sir/Madam:

Mr./Ms. _____ has been admitted to the College of _____,
University of the Philippines Manila as an incoming first year student, with Student No. _____, for the First
Semester, Academic Year 2020-2021.

May we request for a copy of his/her Form 137 (Grade 7-12) and Form 138 (High School card) for Grade 12?

Thank you.

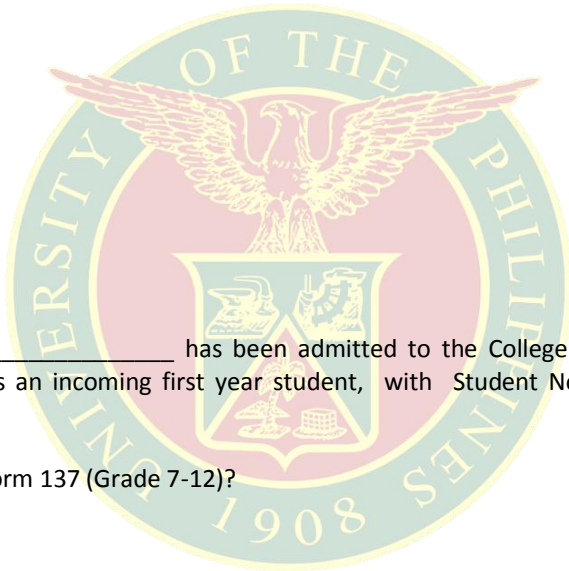
Very truly yours,

TRISTAN NATHANIEL C. RAMOS, DDM, MPH
University Registrar

PLEASE ENTRUST THE DOCUMENTS TO THE BEARER IN A SEALED AND SIGNED ENVELOP

UPM-OUR-OP-01F10

UNIVERSITY OF THE PHILIPPINES MANILA
OFFICE OF THE UNIVERSITY OF REGISTRAR



(DATE)

The Principal/Registrar

(SCHOOL ADDRESS LINE 1)
(SCHOOL ADDRESS LINE 2)

Dear Sir/Madam:

Mr./Ms. _____ has been admitted to the College of _____,
University of the Philippines Manila as an incoming first year student, with Student No. _____, for the First
Semester, Academic Year YYYY-YYYY.

May we request for a copy of his/her Form 137 (Grade 7-12)?

Thank you.

Very truly yours,

TRISTAN NATHANIEL C. RAMOS, DDM, MPH
University Registrar

PLEASE ENTRUST THE DOCUMENTS TO THE BEARER IN A SEALED AND SIGNED ENVELOP

UPM-OUR-OP-01F10

