



UNIVERSITY OF SAN CARLOS  
OFFICE OF THE REGISTRAR

APPLICATION FOR SCHOOL RECORDS

Step 1. Please fill in completely.

I wish to apply for: ( ) Transcript of Records Purpose: \_\_\_\_\_  
( ) Diploma Purpose: \_\_\_\_\_  
( ) Certificate of Transfer Credential Reason for Transfer: \_\_\_\_\_  
( ) Certificate of Good Moral Character Purpose: \_\_\_\_\_  
( ) Certification Purpose: \_\_\_\_\_  
( ) Others: \_\_\_\_\_ Purpose: \_\_\_\_\_

ID No. \_\_\_\_\_ NAME \_\_\_\_\_  
(Family) (First) (Middle)  
Course & Year: \_\_\_\_\_ Graduated? Yes ( ) No ( ) Last Semester in USC: \_\_\_\_\_  
Present Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

Note: Students shall surrender their Permanent ID as they apply for Transfer/Graduation. If you are not the owner, please present an authorization letter and any identification card for verification and approval.

\_\_\_\_\_  
Signature of Authorized Representative Signature of Owner

Step 2. Please secure the signatures of the following for clearance. For students who had just been cleared like fresh graduates, only the Accounting Office (No. 5) should be cleared.

- 1. \_\_\_\_\_ Department Chairman
- 2. \_\_\_\_\_ College Dean
- 3. \_\_\_\_\_ Head, Textbook Department
- 4. \_\_\_\_\_ Director, USC Library System
- 5. \_\_\_\_\_ Manager, Accounting Office

Step 3. Submit this form to the Records Section for assessment and pay the total amount to the Teller.

Transcript Fee P \_\_\_\_\_ For the documentary stamps, you can buy at the  
Diploma Fee \_\_\_\_\_ BIR or at the Records Section:  
Certification Fee \_\_\_\_\_ Sets \_\_\_\_\_ Amount P \_\_\_\_\_  
Mailing Charges \_\_\_\_\_ Registration No. \_\_\_\_\_  
Others \_\_\_\_\_  
TOTAL P \_\_\_\_\_ Assessed by: \_\_\_\_\_  
O.R. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Teller's Signature: \_\_\_\_\_

Step 4. Present the official receipt to the receiving clerk. Your documents will be processed within \_\_\_\_\_ working days and you will be advised to claim the documents on the date indicated in the claim slip.

Date Applied : \_\_\_\_\_ Claim Date: \_\_\_\_\_  
Received by : \_\_\_\_\_ Claimed by: \_\_\_\_\_  
Processed by : \_\_\_\_\_ (Owner or Authorized Rep.)  
Encoded by : \_\_\_\_\_  
Verified by : \_\_\_\_\_

INSTRUCTIONS:

- 1. THE STUDENT HAS THE RIGHT OF PRIVACY PROTECTED BY NO LESS THAN THE 1987 CONSTITUTION (ART. III, SECTIONS 2 AND 3) AGAINST INVASION OF PRIVACY. (ALSO BP 232, SECTION 9 (4) AND ARTICLE 26 OF THE NEW CIVIL CODE. IT IS INCUMBENT UPON THE SCHOOL TO RELEASE TO STUDENT OR TO PARENT TO WHICH THE SCHOOL HAS PRIVACY OF CONTRACT, i.e. THE PARENT WHO ACTUALLY ENROLLED THE CHILD, PAID THE FEES AND COMPLETED AND SIGNED REGISTRATION FORMS.
- 2. UNCLAIMED DOCUMENTS WILL BE MAILED AFTER A LAPSE OF ONE MONTH.