



**University of San Carlos**  
Cebu City, Philippines

**APPLICATION FOR PERMIT TO STUDY  
IN ANOTHER SCHOOL IN SUMMER**

\_\_\_\_\_ Date

The Registrar  
University of San Carlos  
Cebu City

Sir:

I would like to request for a permit to study this 20\_\_\_\_ Summer term at \_\_\_\_\_ for the following subjects in accordance with the rules and regulations of the Commission on Higher Education (CHED):

COURSE NO.	DESCRIPTIVE TITLE	UNITS	Signature (approval) of subject Chairperson
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If any or all of the foregoing subjects are not offered in the school where I intend to enrol, the permit granted is considered void. For this reason, another permit will be requested for any or all of the subjects, and my enrolment in another subject/s will be considered temporary until confirmed by another permit.

Very truly yours,

My address is:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Student in Print

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Course and Year

APPROVED BY:

\_\_\_\_\_  
Dean/Dept. Chairperson

Amount Paid : \_\_\_\_\_

Date : \_\_\_\_\_

O. R. No. : \_\_\_\_\_

Teller's Sign : \_\_\_\_\_

TO: Counter No. 3, Records Section, Office of the Registrar

Please prepare the official Permit to Study for 20\_\_\_\_ Summer term for the above-mentioned subjects as approved by the subject Chairperson and the Dean/ Department Chairperson.

SENCIO NORBERTO P. JAYME  
University Registrar

**IMPORTANT:** This form is not a study permit proper, but a mere application form for Summer Study Permit; hence, this form is not valid by itself.