



**UNIVERSITY OF SAN CARLOS  
OFFICE OF THE DEAN  
SCHOOL OF LAW AND GOVERNANCE**

**APPLICATION FOR JURIS DOCTOR DEGREE CONVERSION**

Fill out completely and submit to The Dean's Office or at lawdean@usc.edu.ph

I wish to apply for:

- ( ) Transcript of Records
- ( ) Diploma

ID No. \_\_\_\_\_ NAME \_\_\_\_\_  
(Last) (First) (Middle)

MARRIED NAME, if any \_\_\_\_\_

Course & Year: \_\_\_\_\_ Graduated? Yes ( ) No ( ) Last Semester in USC: \_\_\_\_\_

Present Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Signature of Owner

Assessment:

- Transcript Fee P \_\_\_\_\_
- Certification Fee \_\_\_\_\_
- Diploma Fee \_\_\_\_\_
- Mailing Fee \_\_\_\_\_
- RR/CAV Fee \_\_\_\_\_
- Authentication Fee \_\_\_\_\_
- Envelope Fee \_\_\_\_\_
- Others: \_\_\_\_\_

OR No \_\_\_\_\_

**Payment may be deposited to:**

**BANK NAME:** CHINA BANKING CORPORATION  
**BRANCH:** CEBU BUSINESS CENTER  
**ACCOUNT NAME:** UNIVERSITY OF SAN CARLOS  
**ACCOUNT NUMBER:** 3800188080 (PHP)  
 3807011914 (USD)  
**SWIFT CODE:** CHBKPHMMXXX

**Send the payment slip or the deposit slip together with this form. Your documents will be processed and you will be advised to claim the documents on the date indicated at the back of the official receipt that will be issued to acknowledge payment.**

Kindly indicate your toga size preference:  Small  Medium  Large  XL  XXL

Assessed by: \_\_\_\_\_ Document Received:: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_ Received by: \_\_\_\_\_  
 (Signature Over Printed Name)

**INSTRUCTIONS:**

1. All records are strictly confidential. As such their disclosure is governed by stringent policies such as: (a) a student is entitled to a transcript of records but to no other confidential records in his/her file; (b) records or grades may be released to parents or guardians without prior approval of the student concerned if he/she is still a minor or has not yet been emancipated from parental authority.
2. UNCLAIMED DOCUMENTS WILL BE DISCARDED AFTER A LAPSE OF SIX (6) MONTHS FROM THE DATE OF FILING.
3. Present an authorization letter and any valid identification card for verification and approval, if documents are processed and/or claimed NOT BY THE OWNER.

## MEASUREMENT CHART FOR TOGA

	S	M	L	XL	2XL
SHOULDER	15.5	16.5	17.5	18.5	19.5
CHEST	38	40	42	44	48
WAIST	26	34	38	42	50