



REQUEST FOR ACADEMIC RECORD(S)

STUDENT I.D. No. _____ CONTACT NO/S.: _____

Document Code:	QF-OUR-12	Revision Number:	04
Effectivity:	July 17, 2019	Tracking No.:	2019

FAMILY NAME _____ GIVEN NAME _____ MIDDLE NAME _____ MAIDEN NAME (for married female using husband's name) _____

PRESENTLY ENROLLED? Yes No TERM LAST ATTENDED: ___ Sem ___ Midyear, S.Y. ___ - ___ DATE OF GRADUATION: _____

DEGREE/ COURSE AND YEAR: _____ SEX: Male Female

PURPOSE: Reference Board examination Employment Promotion Transfer

Scholarship (Specify) _____ Others (specify) _____

DO NOT FILL-OUT (FOR OFFICE OF THE UNIVERSITY REGISTRAR'S USE ONLY)

Academic Record(s)/ Document(s)/ Credential(s) to be requested:	Other Certifications:
Original Transcript of Records (from ___ to ___ or (___) MS/ MA/ PhD only <i>(continuous OTR from BS to MS/MA/Phd applies to BSU Graduates only)</i>	<input type="checkbox"/> True Copy of Grades (TCG) <input type="checkbox"/> Graduation
Certificate of Transfer Credentials (CTC)/ (Honorable Dismissal)	<input type="checkbox"/> Verification <input type="checkbox"/> GWA
Certification of Enrollment: Term: _____	<input type="checkbox"/> NSTP Serial Number <input type="checkbox"/> CAV
Certification of Final Grades: Term: _____	<input type="checkbox"/> Grading System <input type="checkbox"/> As Honor Graduate
Evaluation	<input type="checkbox"/> As Academic Achiever <input type="checkbox"/> Completed Degree
Sealed envelope	<input type="checkbox"/> Medium of Instruction <input type="checkbox"/> ID
Course Description	<input type="checkbox"/> No Special Order Required <input type="checkbox"/> Units Earned
Authentication (Personal Copy) / Certified Photocopy of OUR File :	<input type="checkbox"/> Units Earned with lacking Units
<input type="checkbox"/> F-137 <input type="checkbox"/> F-138 <input type="checkbox"/> OTR _____ Others: _____	<input type="checkbox"/> Completed All Academic Units; for DepEd? Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Request/s: _____	Diploma Verified: (for Diploma request only)
	<input type="checkbox"/> New _____ Registrar

ASSESSMENT OF FEES

Academic Record (s)	# of Set/s	Amount	Total Amount
Transcript of Record(s)		50/page x _____ (# of pages)	
Certificate of Transfer Credentials		BS – 50 GS/OU-100	
Certified Photocopy(ies) of OUR File		100/ doc	
Authentication (Personal Copy)		50/set	
Certification(s)/ Verification/ Evaluation/ True Copy of Grades		BS – 50 GS/OU-100	
Certification, Authentication and Verification (CAV)		50/ 1 st set, succeeding copies – 20 each	
Sealed Envelope		50/pc 100/pc (expanding env.)	
Diploma Fee		200	
Graduation Fee		BS – 300 GS/OU-500	
Others: _____			
Total Fees (To be paid at the Cashiering Office after accomplishment of Clearance, if Clearance is required)			
O.R. Number: _____			

1. Assessed by: _____

2. Request received by: _____

Date received: _____

TO BE CLAIMED ON: _____

3. Remarks: (**Processor**) _____

CLEARANCE

Concerned Personnel/ Office	If with obligation, please indicate	Name	Signature	Date
College/Institute (Dean/Director)				
Office of Student Services (Director)				
Accounting Office				

CLAIM STUB

TRACKING No.: **2019** _____ TO BE CLAIMED ON: _____

Specify type of record(s)/document(s): _____ Received by: _____

Name: _____ Date: _____

Student I.D. #: _____ Degree/ Course: _____

PLEASE READ:

- ✚ For LOST Claim Stub, present AFFIDAVIT OF LOSS.
- ✚ Representatives shall present his/her valid ID, and Authorization Letter (for OTR and other academic records except Diploma) from and photocopy of a valid ID of the requesting party and authorized representative. For release of Diploma **OR** any academic records with Diploma, a Special Power of Attorney (SPA) must be submitted.
- ✚ Unclaimed request/s after six (6) months from the date of request shall be disposed.
- ✚ Documents available for release will be posted at the OUR Facebook Account (UNIVERSITY REGISTRAR –BSU La Trinidad Campus). Your TRACKING NUMBER will appear on the list, not your complete name. For inquiries, email us at registrar@bsu.edu.ph.

IMPORTANT NOTICE

- 1) Students who cannot personally come to get their requested credential(s)/document(s) should accomplish the "Letter of Authorization" at the back of the Claim Stub. Students below 18 years old need not accomplish the Authorization Letter if parent is the representative. However, students who are 18 years old and above must accomplish Authorization Letter even if parent is the representative.
- 2) For **Diploma**, as per University Memorandum No.7, s. 2019 dated February 14, 2019, an authorized representative shall submit a **Special Power of Attorney (SPA)**.
- 3) University policy provides that no school credentials shall be released unless the student applicant is cleared of official responsibilities and of financial obligations.
- 4) The official transcript of records, true copy of grades, course description, diploma (second request), result of individual request for evaluation shall be released after **7 working days** upon the filing of this request, Certifications and/or CAV shall be after **3 working days** to enable the Office of the University Registrar to prepare the requested credential(s)/document(s). Authentication/certified copy (ies) may be released **within the day** (with original copy).
- 5) The release of a student's transfer credential and Official Transcript of Records to school the student transferred to shall be considered as his formal separation from Benguet State University. Readmission shall be subject to existing admission policies of the University.
- 6) For LOST Claim Stub, present AFFIDAVIT OF LOSS.
- 7) Unclaimed request/s after six (6) months from the date of request shall be disposed.
- 8) Accomplish clearance, if necessary.

REQUIREMENT/S:

For OTR/ CTC/ TCG

- _____ PSA (NSO) Birth Certificate
- _____ PSA (NSO) Marriage Certificate
- _____ OTR from last school attended marked "Issued/Copy for BSU"
- _____ Form 137
- _____ Plan of Coursework
- _____ Clearance

For Units Earned/ Completed All Academic Units

- _____ Evaluation from Graduate School/ Open University
 - _____ Plan of Coursework
- (Note: for Completed Academic Requirements and Units Earned with Lacking Units, Plan of Coursework must be signed by the Advisory Committee)*

For CAV/ Authentication

- _____ Original copy/ies and certified copy/ies of document/s
- _____ Authenticated RLE for BSN students
- _____ Certificate of Units earned for non-graduate

For Replacement of Diploma

- _____ For Lost Diploma, Affidavit of Loss & 2 valid IDs
- _____ For Correction of Name, Original Diploma and duly accomplished OUR Form for Change of Primary Data (**QF- OUR-12**) with attached supporting document/s

Others:

- _____ Affidavit of Loss
- _____ Official Receipt

ISSUANCE OF ACADEMIC RECORD/S

Note: SIGN ONLY **AFTER** RECEIPT OF REQUESTED ACADEMIC RECORD/S

Received by:

Signature of Student/Graduate	Date	Signature over printed name of Authorized Representative	Date
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LETTER OF AUTHORIZATION

Address: _____ Date: _____

**BENGUET STATE UNIVERSITY
LA TRINIDAD, BENGUET**

THE OFFICE OF THE UNIVERSITY REGISTRAR

This is to certify that I, _____, with BSU I.D. No. _____ has personally authorized Mr./Ms. _____ whose signature appears below to obtain my requested credential(s)/ document(s) from Benguet State University, La Trinidad, Benguet.

Signature of Student/Graduate

Signature of Authorized Representative

Note: For student/ requestor from distant areas/ abroad who cannot personally accomplish this Letter of Authorization, you may send your Authorization Letter thru registrar@bsu.edu.ph. If the request is Diploma, a Special Power of Attorney (SPA) must be submitted. Students below 18 years old need not accomplish the Authorization Letter if parent is the representative. However, students who are 18 years old and above must accomplish Authorization Letter even if parent is the representative.