



**APPLICATION FOR CHANGE OF PRIMARY DATA
IN ACADEMIC RECORDS**

Document Code:	QF-OUR- 13	Revision Number :	01
Effectivity:	April 5, 2019		

Name currently used: _____ ID No.: _____

Family Name _____ Given Name _____ Middle Name _____
Degree & Year: _____ Term: [] 1st Sem [] 2nd Sem [] Midyear SY: 20__ - 20__

PRIMARY DATA	FROM	TO	DOCUMENT(S) SUBMITTED
___ Given Name			1. Any of the applicable supporting documents: ___ PSA (NSO) Birth Certificate ___ PSA (NSO) Marriage Certificate ___ Adoption Documents ___ Court Order/Decision Others, specify: _____ 2. Self-Affidavit that the name on the academic record and the Birth certificate and/or Marriage Certificate is one and the same person
___ Middle Name			
___ Family Name			
___ Date of Birth			
___ Place of Birth			
___ Sex			
Others: _____			

_____ Student's signature Date: _____	Approved: _____ Registrar Date: _____	Encoded/Recorded change in OUR Records by: _____ OUR Personnel Date: _____
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OUR Copy



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STUDENT Copy

General Instructions - Please take note of the following when processing your application for change of primary data:

1. Fill-out form properly.
2. Attach your pertinent supporting documents to effect your request for change of name.
3. Sign the application form and submit to the OUR.
4. Claim your copy of the application form.

(Note: This should be completely processed before any request for academic records showing the change requested.)