



**ISSUANCE FOR REPLACEMENT
COPY OF DIPLOMA**

Document Code:	QF-OUR- 18	Revision Number :	0
Effectivity :	April 10, 2019	Tracking No.:	2019 _____

ID No.: _____ Contact Number: _____

NAME USED IN THE ORIGINAL DIPLOMA:

_____ Family Name Given Name Middle Name

DEGREE: _____ DATE OF GRADUATION: _____

REASON FOR REPLACEMENT: _____

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

REASON	SPECIFICS
ATTRIBUTABLE TO STUDENT	Lost/ Damaged diploma including lost/ damaged due to unforeseen events
	Submitted original copies to their job applications
	Correction of name due to court orders
	Error or reason for the request is noticed A DAY OR MORE AFTER its release
ATTRIBUTABLE TO THE UNIVERSITY	Error is noticed at the time of release

REASON	REQUIREMENTS	ADDITIONAL REQUIREMENTS	Request received by:
<ul style="list-style-type: none"> Lost Diploma Submitted original copies to their job applications Damaged Diploma Correction of name due to court orders Error or reason for the request is noticed A DAY OR MORE AFTER its release 	Affidavit of Loss/ Explanation	___ Official Receipt ___ 2 Documentary Stamps DIPLOMA FEE PhP 200	_____
	Photocopy of 2 valid IDs		OUR Personnel
	Original Diploma		Date Received:
	Affidavit of Explanation for Damaged Diploma		_____
	PSA Birth Certificate		TO BE CLAIMED ON:
	PSA Marriage Certificate, <i>if applicable</i>		_____
<ul style="list-style-type: none"> Request is attributable to the University 	Original Diploma	FREE	_____

Processed by: _____ _____ OUR Personnel Date: _____	Verified by: _____ _____ Registrar Date: _____
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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 IDs, and **Special Power of Attorney (SPA)** from and photocopy of a valid ID of the requesting party.
- ✚ 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.

General Instructions - Please take note of the following when processing issuance for replacement copy of diploma:

1. Fill-out form properly and completely.
2. Attach your pertinent supporting documents (requirements) to effect your request for replacement of diploma.
3. If a representative is processing and claiming request, he/she must be duly authorized through a Special Power of Attorney. The authorized representative must present 2 valid IDs with his/her picture and signature appearing thereon.