



Office of the University Registrar Online Request for Academic Record(s) (Revision 2)

REQUEST FOR DOCUMENT THROUGH THE O.U.R. EMAIL registrar@bsu.edu.ph
(Solely to be used for extremely urgent request during the CoVID-19 Community Quarantine situation)

Instructions: May be copy paste to email or download, print, fill out, scan at client's convenience.

DO NOT REENCODE THIS FORM

MANDATORY: Data Privacy security data verification

Date of birth:

Middle maiden name of your Mother:

Particulars of request:

1. **Current Student ID Number:**
2. **Student/Graduate name (Name used in BSU):**
3. **Current degree program:**
4. **Currently enrolled (tick/check mark):**
() Yes () No. I promise to process the required **Clearance** within 3 working days upon the lifting of restrictions posed by the COVID-19 situation.

Graduate (tick/check mark):

() Yes. Indicate Graduation Date: _____ () No.

Transferred to other school:

() for abroad purposes only: () BAR exams only.

() others, specify _____ (subject to review if eligible to request if documents were already transferred to otherschool)

5. Requested document:

Type of requested document	# of Copies	Assessment of Fees	Total
		To be filled up by O.U.R	
() Official Transcript of Records (from _____ to _____) () MS/MA/PhD only		50.00/page x ____ (# of pages)	
True Copy of Grades (TCG)		50.00	
() Certificate of Transfer Credentials (CTC)/Honorable Dismissal		50.00 (Undergrad) 100.00 (Postgrad)	
() Certification of Enrollment: Term _____		50.00 (Undergrad) 100.00 (Postgrad)	
() Certification of Final Grades: Term _____		50.00 (Undergrad) 100.00 (Postgrad)	
() Evaluation:		50.00 (Undergrad) 100.00 (Postgrad)	
() Sealed Envelope		50.00 (Undergrad) 100.00 (Postgrad)	
() Course Description:		50.00 (Undergrad) 100.00 (Postgrad)	
Others Certification: () Grading System () Graduation () As Academic Achiever () Honor Graduate () Completed Degree () NSTP Serial Number () Verification () Medium of Instruction () No Special Order Required () GWA		50.00 (Undergrad) 100.00 (Postgrad)	
() Diploma (Second Copy)		200.00	

Purpose

- () Reference () Employment () Board Exam () Promotion () Transfer
() Scholarship-specify; _____
() Others-specify; _____

REQUIREMENT/S:

For OTR/ CTC/ TCG: () PSA Birth Certificate () PSA Marriage Certificate () Form 137 () Clearance
() OTR from last school attended marked "Issued/Copy for BSU"

6. Mode of Issuance:

() Issued directly to recipient of requested document: email of office/agency

Indicate Email Address: _____

() Issued to recipient of requesting party

Indicate Email Address: _____

() Claim Personally

7. Processing time: Certifications working days; Diploma, OTRs & True Copy of Grades-7 working days

8. Fees: PROMISSORY NOTE on the required fees: I promise to pay the required document fees within 3 working days upon the lifting of restrictions posed by the COVID-19 situation. If my document(s) request require(s) Documentary Stamp from BIR, I also promise to submit the same within 3 working days upon the lifting of the extended ECO.

9. Required Identification:

() **personal:** scan copy of Valid ID then email together with this form

() **Thru a Representative:** scan copy of duly signed Authorization Letter; photocopy/ scanned copy of your valid ID and valid ID of Representative

Note: If request entails submission of admission documents which has not yet reached the Office, clients may be required to comply with the same. For justifiable reason(s), the O.U.R. can deny request.