

## **TRANSCRIPTS**

Student records are confidential and information is released only at the request of the student or of appropriate institutions. "Partial" transcripts are not issued. Official transcripts of records obtained from other institutions and which have been submitted to the University for admission and/or transfer of credit become part of the student's permanent record and are issued as true copies with the UP transcript.

Application for transcript of records should be accompanied by a student clearance (UP Form 241).

Clearance should be applied for immediately after the last semester/trimester/term of enrollment.