

OFFICE OF THE UNIVERSITY REGISTRAR
University of the Philippines Diliman
Records Management Section

REQUEST FORM

Date: _____

Name of Student: _____

Maiden Name: _____

Student No.: _____ Contact No.: _____

Degree: _____ Date of Graduation: _____

Present Address: _____

REQUEST: (Please write number of copies)

_____ Diploma Authentication (P40/copy)

_____ Certified Text of Diploma (P40/copy)

_____ Civil Service Eligibility (P30/copy)

_____ Certificate UP has no S.O. (P30/copy)

_____ Weighted Average Grade for **Honor Graduate only** (P30/copy)

_____ Certificate of Enrollment (P30/copy)

_____ Units Earned (P30/copy)

_____ True Copy of Grades for **Cross-registrants/Non-Degree only** (P30/copy)

_____ Copy of F5 (P30/copy) SEM _____ SCHOOL YR. _____

_____ Copy of Change Mat (P30/copy)

_____ Copy of Entrance Credential (P30/copy) **for use of respective colleges**

_____ Honorable Dismissal (P30) **issued only once**

Name of School requesting HD: _____

Note: A written petition to the University Registrar, signed by parent or guardian, is required before an HD is issued to undergrad students.