



LYCEUM OF THE PHILIPPINES LAGUNA
 Km. 54 National Highway Makiling, Calamba City, Laguna
OFFICE OF THE REGISTRAR
 Tel No. (049) 502-0975

REQUEST FORM - TOR / DIPLOMA / OTHER CREDENTIALS
 (GRADUATE & TRANSFERRED-OUT)

Name of Student _____ Student Number _____
 (Last Name) (First Name) (Middle Name)

Course / Program: _____ Contact No. _____
 Last Term of Attendance (for transferred out only): _____

Date Graduated (for graduate only): _____

Please check requested document/s:

- Transcript of Records
- Diploma
- Transfer Credential / Honorable Dismissal
- True Copy of Grades
- Certificate of Graduation
- Certificate of Units Earned
- Certificate for Medium of Instruction
- CAV Endorsement Letter
- Others / Please specify: _____

Purpose:

- Employment
- Board Examination
- Transfer to other school
- For Further Studies
- Graduate School
- 2nd Degree/Program

Reason:

- Financial Problem
- Health Condition
- Quality of Education
- Change of Residence
- Others: _____

Assist by _____ Date Received: _____

Approved by _____ Date Released: _____

Registrar

CLEARANCE:

- 1. OSAS _____
- 2. Library _____
- 3. Research _____
- 4. Palaestra _____
- 5. Accounting _____
- 6. Dean _____

This is to certify that I received the following document/s:

(Signature and Date Received)

- Transcript of Records _____
- Diploma _____
- Transfer Credential / Honorable Dismissal _____
- True Copy of Grades _____
- Certification/s _____
- CAV Endorsement Letter _____
- Others _____

Amount to be Paid:

- Grad Fee: P _____
- Alumni: P _____
- Diploma: P _____
- TOR: P _____
- TCG: P _____
- Certification: P _____
- CAV: P _____

Total: P _____ OR No.: _____

FM-LPU-L-REGO 24
 Revision: 10
 Effective: August 1, 2019

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CLAIM STUB

Name: _____

Course: _____

Requested Document/s:

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- True Copy of Grades
- Transfer Credential / Honorable Dismissal
- Diploma
- Certificate of Units Earned
- CAV Endorsement Letter
- Certificate of Graduation
- Certificate for Medium of Instruction
- Others, Pls. Specify: _____

Credential/s will be released on _____.

NOTE:

*If credentials will be claimed by a person authorized by the student, he/she needs to bring the following upon claiming requested credentials:

- Letter of consent signed by the student.
- Photocopy of Valid ID of the student and authorized person with signature & picture,

*CANCELLATION is Non-refundable.

*Failure to claim the requested document/s after one month is automatically invalidated and needs to be requested again.

College In-charge

Registrar