



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila

Office of the University Registrar

1. REQUEST FOR TRANSCRIPT OF RECORDS CHECKLIST

For Graduates from SY 2004-2005 and onwards: (For those with previously submitted graduation clearance)

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Latest 1.5"x1.5" picture with white background (2 pcs.)
- ✓ Present the following:
 - () Official Receipt (Pay P100.00 to the Cash Office)
**For BS Engineering, BS Nursing and BS Architecture: P110.00*
 - () Authorization letter & valid ID in case of a representative

For All other Graduates: (For those with previously submitted graduation clearance)

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Latest 1.5"x1.5" picture with white background
- ✓ Present the following:
 - () Official Receipt (Pay P100.00 to the Cash Office)
**For BS Engineering, BS Nursing and BS Architecture: P110.00*
 - () Authorization letter & valid ID in case of a representative

For Undergraduates:

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Accomplished Student Clearance
**Clearance is available at the Office of Student and Development Services*
 - () Latest 1.5"x1.5" picture with white background
- ✓ Present the following:
 - () Official Receipt (Pay P100.00 to the Cash Office)
**For BS Engineering, BS Nursing and BS Architecture: P110.00*
 - () Authorization letter & valid ID in case of a representative

2. REQUEST FOR TRANSFER CREDENTIAL (HONORABLE DISMISSAL) CHECKLIST

For Graduates:

- ✓ Submit:
 - () Accomplished Request Form
- ✓ Present the following:
 - () Official Receipt (Pay 100.00 to the Cash Office)
 - () Authorization Letter & valid ID in case of a representative

For Undergraduates:

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Endorsement Letter from the College
 - () Accomplished Student Clearance
**Clearance is available at the Office of Student and Development Services*
 - () School ID
 - () Latest 1.5"x1.5" picture with white background
- ✓ Present the following:
 - () Official Receipt (Pay 250.00 to the Cash Office)
 - () Authorization Letter & valid ID in case of a representative

3. REQUEST FOR DIPLOMA (Second Copy) CHECKLIST

Please see the Section Head, OUR-Records Section

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Affidavit
- ✓ Present the following:
 - () Official Receipt (Pay 250.00 to the Cash Office)
 - () Authorization Letter & valid ID in case of a representative

4. REQUEST FOR ENGLISH TRANSLATION OF DIPLOMA CHECKLIST

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Photocopy of Original Diploma
- ✓ Present the following:
 - () Official Receipt (Pay 50.00 to the Cash Office)
 - () Authorization Letter & valid ID in case of a representative

5. REQUEST FOR CHED/DFA AUTHENTICATION CHECKLIST

- ✓ Present the original and submit the photocopies of the following:
 - () Diploma
 - () English Translation of Diploma
 - () Transcript of Records
- ✓ Submit:
 - () Accomplished Request Form
- ✓ Present the following:
 - () Official Receipt (Pay 250.00 to the Cash Office)
 - () Authorization Letter & valid ID in case of a representative

6. REQUEST FOR CERTIFICATION OF GRADES CHECKLIST

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Endorsement from the Dean/College Secretary
 - () Photocopy of pertinent documents, in case of scholarship
- ✓ Present the following:
 - () Official Receipt (Pay 50.00 to the Cash Office)
 - () Authorization Letter & valid ID in case of a representative

7. REQUEST FOR COURSE DESCRIPTION/S CHECKLIST

- ✓ Submit the following:
 - () Accomplished Request Form
 - () Letter of Request: Please specify the subject/s
- ✓ Present the following:
 - () Official Receipt (Pay the amount to the Cash Office)
P50.00 for the first two (2) pages and P5.00 for each succeeding page
 - () Authorization Letter & valid ID in case of a representative