



**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