

## REQUEST FOR ACADEMIC RECORDS (Online Request Form)

**STUDENT INFORMATION:**

Last Name	First Name	Middle Name
Please PRINT your name based on your birth certificate; If married, print name used during last enrolment.		

**Contact Number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**LATEST Program enrolled/completed at XU:** \_\_\_\_\_

Year Level/Year Graduated: \_\_\_\_\_ SLMIS ID (if applicable): \_\_\_\_\_

**DOCUMENT:** (please check (/) and specify quantity for each document)

DOCUMENT: (please check (✓) and specify quantity for each document)			
	Document	Quantity of Original	Authenticated Copies
	Diploma (Reissuance of Diploma Requires an affidavit of loss)		
	Transfer Credential / Honorable Dismissal		
	Transcript of Records (Choose purpose of TOR below)		
	Board		
	Bar		
	Reference		
	Employment		
	Visa		
	Authenticated copy of HS Report Card (F 138)		
	Authenticated copy of HS TOR (F 137-A)		
	Course Description (Please Specify the Subjects)		

**CERTIFICATES:** (please check and specify quantity for each certificate)

INDICATES: (please check and specify quantity for each certificate)			
	Certificate	Quantity	Authenticated Copies
	Graduation		
	Letter of No Objection		
	Special Order		
	English as Medium of Instruction		
	Enrollment: specify Sem & AY:		
	Nursing RLE (Request at Nursing, Release by REG)		
	WES Form		
	CAV		
	Local		
	Abroad (Apostille)		
	GWA / QPI (for students enrolled after 2013)		
	Others: <i>Please Specify:</i>		

**MODE OF RELEASING:** (please check and specify required details)

<b>For Scanning &amp; email</b>		Email Address:
<b>For Pick-up at Window 20 A/B Mon-Fri 8am-11am, 1pm-4pm</b>		
<b>For Courier Delivery</b> (WExpress - local; DHL - international)		Address of Recipient (please specify full address):  Telephone No. (required for international delivery):

## REMARKS:

**NOTE:**

1. Download this form for your perusal.
2. After accomplishing this form, upload this to the online portal for assessment of fees.
3. Documents not claimed after six (6) months will be shredded and disposed accordingly..

Signature: \_\_\_\_\_ Date: \_\_\_\_\_