Guidelines for the Application of the Digital Transcript

Disclaimer:

Applicants will receive a ***.json*** file via email. This .json file can be uploaded to the UST portal https://registrar.ust.edu.ph/ecertificateverification/ to open the actual digital file; it will only be accessible **for 6 months after it was issued**. Once the 6-month period has elapsed, the *.json* file is no longer verifiable on the aforementioned website.

By continuing the application, I fully understand that:

1. No physical, PDF, or image-type documents will be provided using this platform.
2. Once the maturity date of the .json file has been reached, no extension or renewal will be entertained.
3. Alternatively, they may apply for a new document that will have the same duration of verification accessibility.

Application Process:

1. Proceed to https://registrar.ust.edu.ph/registrarosra

2. Select which is applicable to you: OPTION A or Option B.

3. Confirm/Enter your Personal Information

4. In the Document Request selection, click "I want to request DOCUMENTS FOR INSTITUTIONS Copy: SHOW AVAILABLE DOCUMENTS"

5. In the list of documents, select **Digital Transcript (verifiable for 6 months)**

6. Click Next: Shipping Information

7. Upload a valid ID, Selfie holding the submitted Valid ID with signature

8. Take note of the Transaction ID Number generated after submitting your details.

9. Pay as per the instructions on the website via the Online Payment Gateway.

10. Wait for the status to change to "PROCESSING"

11. Using the Transaction ID, you may check https://registrar.ust.edu.ph for the status of your application.

12. Once the request has been tagged "ACCOMPLISHED," an email will be sent to your provided email address