



**REQUEST FOR CHANGE IN GRADUATE ADMISSION STATUS FROM PROBATIONARY  
TO REGULAR**

The Director  
Graduate Education  
VSU, Visca, Baybay City, Leyte

Dear Sir/Madam:

I wish to request the change in my graduate admission from probationary to regular standing after having complied with the following requirements.

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Very truly yours,

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Name and Signature

Verified:

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Student Records in Charge

Approved:

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Director, Graduate Education  
Date: \_\_\_\_\_

**\* Attachments to this form:**

- Certificate of grades from university Registrar/screenshots of grades from the student portal
- Admission letter

