



**UNIVERSITY of the ASSUMPTION**  
OFFICE OF THE UNIVERSITY REGISTRAR  
**REQUEST FORM FOR DOCUMENTS**

Form R-01A Feb 2016 Revision

Date Requested	v	Date Due	
<b>PERSONAL INFORMATION</b>		<b>ACADEMIC INFORMATION</b>	
Last Name	v	ID No	v
First Name	v	Program/Degree	v
Middle Name	v	<b>Did you graduate from UA?</b>	
Gender	v	<input type="checkbox"/> Yes I graduated from UA	<input type="checkbox"/> No, my last enrollment was on _____ sem _____ SY
Birthday	v	<b>Granted Transfer Credentials?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Did you have a change or correction of name at UA?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, my original name was (please specify) _____		
<b>CONTACT INFORMATION</b>		<b>CLAIMING INSTRUCTIONS</b>	
Tel. No.(Home)	v	<input type="checkbox"/> PICK UP. The document/s will be claimed by the owner who will present one (1) valid ID upon claiming and the Official Receipt.	
Cell No.	v	<input type="checkbox"/> PROXY. A proxy/representative will claim the document/s. Upon claiming, he/she will present an authorization letter from the owner, his/her valid ID, valid ID of the owner and the Official Receipt.	
Email Address	v	<b>Name of Representative</b>	v
Address (with zip code)	v	Signature of Representative	v
		Cell No.	v
<b>SIGNATURE OF OWNER</b>	v	Email	v
		<i>Please indicate check mark in the appropriate box.</i>	
<b>DOCUMENT</b>	<b>PURPOSE OF REQUEST FOR DOCUMENT</b>		<b>QUANTITY</b>
			<b>PRICE</b>
<input type="checkbox"/> <b>2nd Issuance of Diploma</b> 661.00 Php (20 working days)	<input type="checkbox"/> For Verification Purposes <input type="checkbox"/> For Record Purposes	<input type="checkbox"/> Visa Application <input type="checkbox"/> Others _____	
<input type="checkbox"/> <b>Transcript of Records</b> 200.00 Php (5 working days except during graduation and enrolment season)	<input type="checkbox"/> For Board Exam Purposes <input type="checkbox"/> For Employment Purposes <input type="checkbox"/> For Evaluation Purposes	<input type="checkbox"/> Verification <input type="checkbox"/> Record Purposes <input type="checkbox"/> Others _____	
	<b>DOCUMENT TYPE</b>	<b>PURPOSE OF REQUEST</b>	
<input type="checkbox"/> <b>Certification</b> 50.00 Php (1 working day)	<input type="checkbox"/> Enrollment/Attendance <input type="checkbox"/> Units Earned/Grades <input type="checkbox"/> Completion of Academic Requirements <input type="checkbox"/> Graduation, Special Order /with honors <input type="checkbox"/> Candidacy for Graduation <input type="checkbox"/> Cumulative GPA/Rank in Batch <input type="checkbox"/> President's/Dean's List <input type="checkbox"/> English as Medium of Instruction <input type="checkbox"/> Course Description <input type="checkbox"/> English Proficiency <input type="checkbox"/> Others _____	<input type="checkbox"/> Verification <input type="checkbox"/> Record Purposes <input type="checkbox"/> Board Examination <input type="checkbox"/> Employment <input type="checkbox"/> Evaluation <input type="checkbox"/> Visa Application <input type="checkbox"/> Scholarship <input type="checkbox"/> Others _____	
<input type="checkbox"/> <b>Transfer Credentials</b> 300.00 Php (5 working days)	<input type="checkbox"/> True Copy of Grades and Certificate of Eligibility to Transfer	<input type="checkbox"/> Evaluation	
<input type="checkbox"/> <b>Authenticated Documents - Certified True Copy of Documents</b> <i>photocopied documents with the signature of the Registrar and the dry seal of UA)</i> 50.00 Php / 5 copies/document (1 working day)	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> RLE <input type="checkbox"/> Form 137 <input type="checkbox"/> Form 138 <input type="checkbox"/> Transcript of Records <input type="checkbox"/> Identification Card <input type="checkbox"/> Consolidated Copy of Grades	<input type="checkbox"/> Registration Form <input type="checkbox"/> Evaluation Form <input type="checkbox"/> Others _____ <input type="checkbox"/> Verification <input type="checkbox"/> Record Purposes <input type="checkbox"/> Board Exam <input type="checkbox"/> Employment <input type="checkbox"/> Evaluation <input type="checkbox"/> Visa Application <input type="checkbox"/> Others _____	
<input type="checkbox"/> <b>Other Documents</b> 100.00 Php (1 day - Consolidated Copy of Grades, 3 days - Evaluation form)	<input type="checkbox"/> Consolidated Copy of Grades <input type="checkbox"/> Evaluation Form <input type="checkbox"/> Others _____	<input type="checkbox"/> Scholarship <input type="checkbox"/> Replacement Purposes <input type="checkbox"/> Others _____	
<b>PROCEDURE FOR SECURING DOCUMENTS</b>			
1. Have fees assessed by the Records-in-charge. _____ <b>Records in-charge</b> <span style="float:right">Date</span>		3. Secure the Signature of the Director for Libraries(for 1st time applicants only). _____ <b>Director for Libraries</b> <span style="float:right">Date</span>	
2. Secure the Signature of the Dean (for 1st time applicants only). _____ <b>Dean</b> <span style="float:right">Date</span>		4. Settle the document fee at the Finance/Treasury Office (Cashier). _____ <b>University Treasurer</b> <span style="float:right">Date</span>	
Only first (1st) time applicants need to be cleared at the Dean's Office and at the College Library. Second (2nd) time applicants may skip steps 2 and 3.		5. Submit the approved form and present the Official Receipt at the OUR. _____ <b>Records in-charge</b> <span style="float:right">Date</span>	

## CLAIM STUB



**UNIVERSITY of the ASSUMPTION**  
OFFICE OF THE UNIVERSITY REGISTRAR  
Tel. No. (045) 961-1648, email address: reg@ua.edu.ph

**Form R- 01A**  
**STUDENT'S COPY**

Student Name	v	Date Requested	v
Program/Degree	v	Date Due	v
Year Level/Year Graduated	v	Registrar's Personnel	
<b>RECORD REQUESTED:</b>	<input type="checkbox"/> 2nd Copy of Diploma <input type="checkbox"/> Transcript of Records	<input type="checkbox"/> Certification <input type="checkbox"/> Transfer Credentials	<input type="checkbox"/> Authenticated Documents <input type="checkbox"/> Others _____

- NOTE:**
1. Present the claim stub with the Official Receipt when claiming the requested document/s.
  2. Representatives must present an Authorization letter signed by the owner of the document/s, ID Cards (of the owner and of the representative).
  3. Document/s not claimed after 90 days from due date will be DESTROYED and payments made will be FORFEITED.
  4. Pay only at the Finance Office: Monday-Friday (7:30am- 12:00nn, 1:00pm-6:00pm), Saturday (8:00 am -12:00 nn)

**Form R-01A** Feb 2016 Revision