



LYCEUM OF THE PHILIPPINES LAGUNA

Km. 54 National Highway Makiling, Calamba City, Laguna

OFFICE OF THE REGISTRAR

Tel No. (049) 502-0975

REQUEST FORM - TOR / DIPLOMA / OTHER CREDENTIALS (GRADUATE & TRANSFERRED-OUT)

Name of Student _____
(Last Name) _____ (First Name) _____ (Middle Name) _____
Student Number _____
Course / Program: _____
Last Term of Attendance (for transferred out only): _____
Contact No. _____
Date Graduated (for graduate only): _____

Please check requested document/s:

Transcript of Records
 Diploma
 Transfer Credential / Honorable Dismissal
 True Copy of Grades
 Certificate of Graduation
 Certificate of Units Earned
 Certificate for Medium of Instruction
 CAV Endorsement Letter
 Others / Please specify: _____

CLEARANCE:

1. OSAS
2. Library
3. Research
4. Palaestra
5. Accounting
6. Dean

This is to certify that I received the following document/s:

Transcript of Records _____
Diploma _____
Transfer Credential /
Honorable Dismissal _____
True Copy of Grades _____
Certification/s _____
CAV Endorsement Letter _____
Others _____

Amount to be Paid:

Grad Fee: P _____
Alumni: P _____
Diploma: P _____
TOR: P _____
TCG: P _____
Certification: P _____
CAV: P _____

Total: P _____ OR No.: _____

FM-LPU-L-REGO 24
Revision: 10
Effective: August 1, 2019

Assist by: _____ Date Received: _____
Approved by: _____ Date Released: _____

Registrar

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CLAIM STUB

Name: _____
Course: _____

Date: _____
Student No.: _____

Requested Document/s:

Transcript of Records
 True Copy of Grades
 Transfer Credential / Honorable Dismissal
 Diploma
 Certificate of Units Earned
 CAV Endorsement Letter
 Certificate of Graduation
 Certificate for Medium of Instruction
 Others, Pls. Specify: _____

Credential/s will be released on _____.

NOTE:

*If credentials will be claimed by a person authorized by the student, he/she needs to bring the following upon claiming requested credentials:

- Letter of consent signed by the student.
- Photocopy of Valid ID of the student and authorized person with signature & picture,

*CANCELLATION is Non-refundable.

*Failure to claim the requested document/s after one month is automatically invalidated and needs to be requested again.