



OFFICE OF THE UNIVERSITY REGISTRAR
UNIVERSITY OF THE PHILIPPINES BAGUIO

Iskolar ng Bayan Bldg., University of the Philippines Baguio, Baguio City 2600 Philippines
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OUR FORM 1

REQUEST FORM

DOCUMENTS	REQUIREMENTS/ATTACHMENTS	NO. OF COPIES REQUESTED	AMOUNT / COPY
<input type="checkbox"/> Certification, Authentication and Verification (CAV) (FOR DFA ONLY)	Authenticated Copy of OTR Diploma Authentication of Diploma Diploma Translation Authenticated Copy of Diploma Translation		P 100.00
<input type="checkbox"/> Certificate of Course Description	Indicate the courses		P 50.00
<input type="checkbox"/> Certificate of Diploma Translation (English Translation)			P 50.00
<input type="checkbox"/> Certificate of Enrollment			P 50.00
<input type="checkbox"/> Certificate of Free Tuition			P 50.00
<input type="checkbox"/> Certificate of Grade Equivalence			P 50.00
<input type="checkbox"/> Certificate of Graduation			P 50.00
<input type="checkbox"/> Certificate of Medium of Instruction (General)			P 50.00
<input type="checkbox"/> Certificate of Medium of Instruction (Japan and Australia)			P 50.00
<input type="checkbox"/> Certificate of No Student Disciplinary Case (GMC)			P 50.00
<input type="checkbox"/> Certificate of Non-Contract			P 50.00
<input type="checkbox"/> Certificate of Non-Issuance of Honorable Dismissal for Graduates			P 50.00
<input type="checkbox"/> Certificate of NSTP Serial No.			P 50.00
<input type="checkbox"/> Certificate of S.O. Exemption			P 50.00
<input type="checkbox"/> Certificate of Transfer Credentials (CTC)	Proof of Admission to the University	1 copy only	P 50.00
<input type="checkbox"/> Certificate of Units Earned			P 50.00
<input type="checkbox"/> Certified True Copy of Diploma (Authentication of Diploma)	Original Copy of Diploma / Photocopy or scanned copy of Diploma		P 20.00
<input type="checkbox"/> Certified True Text of Diploma (2 nd Copy)	Affidavit of Loss	1 copy only	P 200.00
<input type="checkbox"/> Honorable Dismissal for transfer outside UP	For Graduate Student: <ul style="list-style-type: none">Latest University ClearanceLetter of student stating the reason for HDProof of Payment for:<ul style="list-style-type: none">Honorable DismissalNo Student Disciplinary Case For Undergraduate Student: <ul style="list-style-type: none">Latest University ClearanceLetter of parents or legal guardian (Stating the reason for HD)Exit Counseling from the Office of Counseling and GuidanceTrue Copy of GradesProof of Payment for:<ul style="list-style-type: none">Honorable DismissalNo Student Disciplinary Case	1 copy only	P 50.00
<input type="checkbox"/> True Copy of Grades			P 50.00
<input type="checkbox"/> Student RFID Replacement	Affidavit of Loss	1 copy only	P 74.00
<input type="checkbox"/> OTHERS:			

Processing of requests will only start after receipt/submission of complete requirements.

COMPLETE NAME

STUDENT NO.

DEGREE PROGRAM

EMAIL ADDRESS

CONTACT NO

PURPOSE

AMOUNT PAID

O.R. NO

DATE

Reminder: Unclaimed documents within six (6) months of their availability will be shredded in order to protect personal information.