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 2

REQUEST FORM FOR OFFICIAL TRANSCRIPT OF RECORDS (OTR)

PURPOSE:

- ☐ For transfer to another school
- ☐ For transfer to U.P. _____
- ☐ For employment
- ☐ For Board Examination
- ☐ For further studies (Graduate School/ School of Medicine/Law)
- ☐ For further studies/transfer abroad _____
- ☐ Others, pls. specify: _____

Date filed: _____
Amount Paid: _____
O.R. No. _____ Date _____
1st time to request? YES _____ NO _____
If YES, TOR will be available after 20 working days*
If NO, it will be available after 5 working days.
Degree Program: _____
Major: _____
Date of Graduation: _____
Honors Received: _____

PLEASE TAKE NOTE: Application for **Transcript of Records** should be accompanied by properly accomplished latest student clearance **(original)** and official receipt. Processing of TOR will only start after receipt/submission of complete requirements (payment, clearance, etc.)

REMINDER: **Students whose graduation was in/before APRIL 1999 and students whose last enrolment was in 1997 or earlier are advised to file their applications for TOR in UP Diliman.**

PLEASE PRINT ALL INFORMATION LEGIBLY.

STUDENT'S NAME: _____
LAST NAME FIRST NAME MIDDLE NAME

STUDENT NUMBER: _____ DATE & PLACE OF BIRTH: _____
MO/DATE/YR TOWN/PROV/CITY

FATHER'S NAME: _____ MOTHER'S NAME: _____
FIRST NAME M.I. LAST NAME FIRST NAME M.I. LAST NAME

U.P. Campus where cross registered, if any: _____
Last enrolment in U.P. Baguio: Midyear _____ First/Second Semester _____

Student's Signature _____ Email Address _____
Tel/Mobile No _____

If filed by a representative (please attach signed letter of consent/authorization)

_____ Email Address _____
(SIGNATURE OVER PRINTED NAME) Tel/Mobile No _____

NOTE: ***For students enrolled before AY 2012-2013, please submit legible PSA birth certificate.***
*May change during peak period (July to September)

FEES TO BE PAID:

ORIGINAL COPY	**CERTIFIED TRUE COPY (AUTHENTICATED COPY)**
1st – 4th year (3 pages) P 150.00	P 60.00
1st – 3rd year (2 pages) P 100.00	P 40.00
1st year (1 page) P 50.00	P 20.00
Note: Additional P50.00 per page for OTR that is more than 3 pages	*Note: Certified True Copy can only be prepared and issued upon request of original copy*

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