



**UNIVERSITY OF THE PHILIPPINES  
OPEN UNIVERSITY**

Revised March 2018

**Office of the University Registrar**

Tel. No. 049 536 6001 to 06 local 103,104, Email: records@upou.edu.ph

**REQUEST FORM FOR DOCUMENTS**

- Notes: 1. Diploma, TOR, Honorable Dismissal /Transfer Credential will be released only upon submission of duly approved university clearance of students  
 2. Time allowance for issuance of (a) Transcript of records:  
     1<sup>st</sup> time – one month upon receipt by OUR of the request;  
     Recopy –one week  
     (b) Other documents – one week (5-7 working days)  
 3. The OUR reserves the right to withhold or cancel any request for TOR/certification/document due to pending accountabilities/lacking requirements  
 4. Supply the needed data on **student information, claiming/delivery options** and indicate **document type and no.** of copies requested  
 5. Submit the accomplished form to the Office of the University Registrar through **courier** or **email** at records@upou.edu.ph

|   |                               |   |   |
|---|-------------------------------|---|---|
| <b>DATE REQUESTED</b>                                 |                               | <b>DATE RECEIVED (TO BE FILLED OUT BY THE OUR-RECORDS SECTION)</b>  |   |
| <b>STUDENT INFORMATION</b>                            |                               |   |   |
| <b>FAMILY NAME</b>                                    |                               | <b>FIRST NAME</b>   | <b>MIDDLE NAME</b>  |
| <b>GENDER</b>   | <b>BIRTHDATE (MM/DD/YYYY)</b> | <b>DID YOU FILE A CHANGE OR CORRECTION OF NAME?</b><br><input type="checkbox"/> NO <input type="checkbox"/> YES, please state original name |   |
| <b>STUDENT NO</b>                                     |                               | <b>PROGRAM</b>  | <b>MAJOR</b>  |
| <b>FIRST TERM ENROLLED</b>                            |                               | <b>LAST TERM ENROLLED</b>   | <b>CLASSIFICATION</b><br><input type="checkbox"/> Graduated <input type="checkbox"/> Currently enrolled<br><input type="checkbox"/> Graduating <input type="checkbox"/> Others: |
| <b>EMAIL ADDRESS</b>                                  |                               | <b>MOBILE NUMBER/LANDLINE</b>   |   |
| <b>PERMANENT HOME ADDRESS</b>                         |                               |   |   |
| <b>EDUCATIONAL BACKGROUND: (For TOR request only)</b> |                               |   |   |
|   | <b>SCHOOL ATTENDED</b>        | <b>DEGREE/COURSE</b>  | <b>YEAR OF GRADUATION</b>   |
| <b>COLLEGE</b>  |                               |   |   |
| <b>POSTBACCALAUREATE</b>                              |                               |   |   |
| <b>DIPLOMA</b>  |                               |   |   |
| <b>MASTERS</b>  |                               |   |   |
| <b>DOCTORATE</b>                                      |                               |   |   |

| <b>CLAIMING/ DELIVERY OPTIONS</b>   |  |
|---|--|
| <input type="checkbox"/> <b>DIRECT MAILING THROUGH COURIER</b><br>Please send the document/s via courier to the address below. will pay the shipping fee of PhP 150.00 or the actual charge for mailing outside the country:<br>_____<br>_____<br>_____   |  |
| <input type="checkbox"/> <b>PICK UP at the Office of the University Registrar, Los Baños, Laguna</b>  |  |
| <b>Special Instructions:</b> _____  |  |
| <b>NOTE:</b> Contact the concerned office first as to the availability of the document. The owner must present a valid ID.<br>If a representative will be sent by the owner to claim the document, s/he must present an authorization letter, his/her 2 valid IDs and one valid ID of the owner |  |

| <b>DOCUMENT TYPE</b>   | <b>NO. OF COPIES</b> | <b>AMOUNT*</b> |
|--|----------------------|----------------|
| <input type="checkbox"/> Transcript of Records<br><input type="checkbox"/> First time<br><input type="checkbox"/> Recopy |                      |                |
| <input type="checkbox"/> True Copy of Grades   |                      |                |
| <input type="checkbox"/> Certificate of Units Earned   |                      |                |
| <input type="checkbox"/> Certificate of Enrollment   |                      |                |
| <input type="checkbox"/> English Translation of Diploma  |                      |                |
| <input type="checkbox"/> English as Medium of Instruction  |                      |                |
| <input type="checkbox"/> CAV   |                      |                |
| <input type="checkbox"/> Expected Date of Graduation   |                      |                |
| <input type="checkbox"/> Certification of Completion/ Graduation   |                      |                |
| <input type="checkbox"/> Good Moral Character  |                      |                |
| <input type="checkbox"/> Honorable Dismissal   |                      |                |
| <input type="checkbox"/> Transfer Credential   |                      |                |
| <input type="checkbox"/> JUP exempted from issuing SO No.  |                      |                |
| <input type="checkbox"/> Course Description  |                      |                |
| <input type="checkbox"/> Permit to Transfer  |                      |                |
| <input type="checkbox"/> Letter of No Objection  |                      |                |
| <input type="checkbox"/> Request to release TOR from<br><input type="checkbox"/> Previous School                         |                      |                |
| <input type="checkbox"/> Certified True Copy of _____  |                      |                |
| <input type="checkbox"/> Diploma   |                      |                |
| <b>TOTAL</b>   | <b>PhP</b>           |                |

| <b>TO BE FILLED OUT BY OUR</b> |                                 |
|--------------------------------|---------------------------------|
| <b>Amount Paid</b>             | <b>OR No./ Proof of Payment</b> |
| <b>Processed by</b>            | <b>Date of Issuance</b>         |

\*Please see fees at the back

## UPOU OFFICIAL DOCUMENT FEES

|   |                                 |
|---|---------------------------------|
| <b>TOR (new and recopy)</b>                       | = P30.00/page                   |
| <b>TOR (CTC – copy from OUR)</b>                  | = P30.00/page                   |
| <b>TOR (CTC – copy from student)</b>              | = P20.00/page                   |
| <b>CERTIFICATION's (TCG, Units Earned, HD/TC)</b> | = P20.00/copy                   |
| <b>CTC of CERTIFICATION, DIPLOMA</b>              | = P20.00/copy                   |
| <b>ENGLISH TRANSLATION OF DIPLOMA</b>             | = P50.00/copy                   |
| <b>MAILING FEE (LBC – local deliveries only)</b>  | = P120.00                       |
| <b>*MAILING FEE (DHL – international)</b>         | = depends on what country/state |

### Procedure for Requesting Transcript of Records, True Copy of Grades, Certifications, Certificate of Transfer Credential and Honorable Dismissal

1. The requesting party downloads application form from the OUR or UPOU websites (our.upou.edu.ph / www.upou.edu.ph).
2. Requesting party files the application.
3. OUR processes application and sends the requesting party charges due.
4. Requesting party submits proof of payment (original copy of the bank validated deposit slip or UPOU-OR).
5. OUR prepares the requested documents.
6. OUR releases the document.

## PROCEDURE FOR PAYMENT OF UPOU FEES

- 1. Pay through Philippine National Bank (PNB). You may also ask a representative to deposit the amount to any PNB branch in the Philippines:**
  - a. For Philippine-based Students:**
    - Go to the nearest Philippine National Bank (PNB) Branch and ask for a **BILLS PAYMENT SLIP**
    - Fill out three (3) slips completely and legibly. Account Name: UP OPEN UNIVERSITY
    - Print your name, purpose of payment (e.g. Certification) and program at the bottom part of the slip.
    - Obtain two copies of the bank validated deposited slip of the required fee
  - b. For Students currently based abroad/offshore:**
    - Go to any PNB branch or remittance center nearest you
    - Deposit your payment to any of these accounts:
      - o For Peso account: Account Name: UPOU REVOLVING FUND, Account No.: 3996931-00012
      - o For Dollar Account: Account Name: UPOU TRUST FUND (\$) , Account No.: 3996929-00011
    - Print your name, purpose of payment (e.g. Certification) and program at the bottom part of the slip.
- 2. Pay through credit card**
  - a. Visit UP-based learning center to swipe your credit card
  - b. Pay through the payment gateway. Email [registration@upou.edu.ph](mailto:registration@upou.edu.ph) and request for a transaction link. Do not forget to indicate your name, program and amount to be paid.
- 3. Pay at the UPOU Cash Office located at UPOU Headquarters, Los Banos, Laguna from Tuesday to Friday, 8:00 am to 5:00 pm**