UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY
Office of the University Registrar
Tel. No. 049 536 6001 to 06 local 103,104, Email: records@upou.edu.ph

Revised March 2018

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:
1st 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

DATE REQUESTED	**DATE RECEIVED (TO BE FILLED OUT BY THE OUR-RECORDS SECTION)**

STUDENT INFORMATION

FAMILY NAME	**FIRST NAME**	**MIDDLE NAME**
GENDER / **BIRTHDATE (MM/DD/YYYY)**	**DID YOU FILE A CHANGE OR CORRECTION OF NAME?** **[ ] NO [ ] YES, please state original name** _____	
STUDENT NO	**PROGRAM**	**MAJOR**
FIRST TERM ENROLLED	**LAST TERM ENROLLED**	**CLASSIFICATION** [ ] Graduated [ ] Currently enrolled [ ] Graduating [ ] Others: _____
EMAIL ADDRESS	**MOBILE NUMBER/LANDLINE**	
PERMANENT HOME ADDRESS		

EDUCATIONAL BACKGROUND: (For TOR request only)

	SCHOOL ATTENDED	**DEGREE/COURSE**	**YEAR OF GRADUATION**
COLLEGE			
POSTBACCALAUREATE			
DIPLOMA **MASTERS**			
DOCTORATE			

CLAIMING/ DELIVERY OPTIONS

[ ] DIRECT MAILING THROUGH COURIER
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:

_____
_____
_____

[ ] PICK UP at the Office of the University Registrar, Los Baños, Laguna

Special Instructions:_____

NOTE: Contact the concerned office first as to the availability of the document. The owner must present a valid ID.
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

TO BE FILLED OUT BY OUR	
Amount Paid	**OR No./ Proof of Payment**
Processed by	**Date of Issuance**

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

Please see fees at the back

UPOU OFFICIAL DOCUMENT FEES

TOR (new and recopy)	= P30.00/page
TOR (CTC – copy from OUR)	= P30.00/page
TOR (CTC – copy from student)	= P20.00/page
CERTIFICATION's (TCG, Units Earned, HD/TC)	= P20.00/copy
CTC of CERTIFICATION, DIPLOMA	= P20.00/copy
ENGLISH TRANSLATION OF DIPLOMA	= P50.00/copy
MAILING FEE (LBC – local deliveries only)	= P120.00
***MAILING FEE (DHL – international)**	= 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:
     - For Peso account: Account Name: UPOU REVOLVING FUND, Account No.: 3996931-00012
     - 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 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**