



Office of the University Registrar

Telephone No.: (+63 32) 254 1452 loc. 134; (+63 32) 254 0067
 Email: registrar@cnu.edu.ph
 Website: www.cnu.edu.ph

REQUEST FOR SCHOLASTIC RECORDS

NOTE: A WRITTEN AUTHORIZATION FROM THE OWNER MUST BE PRESENTED IF REQUEST IS TRANSACTED BY A REPRESENTATIVE TOGETHER WITH VALID IDs OF GRANTOR OR OWNER AND THE AUTHORIZED REPRESENTATIVE.

Please filled-up information below legibly.

Date Filed: _____
 Name: _____
 Maiden Name if Married: _____
 Contact No. _____
 Present Address: _____

 Course: _____
 If graduated, please specify year: _____

To be accomplished by the Registrar Personnel only.

PAYMENTS FOR THE REQUESTED DOCUMENT/S:

Cert. of Transfer Credential	<input type="text"/>
Transcript of Records	<input type="text"/>
Certification	<input type="text"/>
Diploma	<input type="text"/>
COP	<input type="text"/>
Authentication/CTC	<input type="text"/>
Documentary Stamp	<input type="text"/>
Others: _____	<input type="text"/>
TOTAL:	<input type="text"/>

O.P.#
 O.R. No.
 Date:

Assessed by: _____
 (Receiving Window)

Cleared by: _____
 Accountant/Authorized Representative

_____ Library

Please check the box for the request/s & purpose.

REQUEST FOR:

Transcript of Records
 Certificate of Transfer Eligibility/Honorable Dismissal
 Diploma: Pls. specify the degree: _____
 Certificate of Proficiency (COP)
 Certification
 Subjects taken Graduation
 CAV CAR
 Course Description Letter of No Objection
 Certified True Copy (CTC) of Scholastic Records:
 Pls. specify _____
 Others, pls. specify _____

PURPOSE:

Board Examination Transfer
 Local Employment Personal File
 Employment Abroad Study Abroad
 Promotion Ranking
 Others, pls. specify: _____

 Signature Over Printed Name of Student

 Signature Over Printed Name of Representative

Claiming Section Only

Follow this very important instructions.

1. Fill-up this form and submit for assessment to the assisting Registrar Personnel.
2. Present the assessed form to the Cashier for Order of Payment, Clearance and Payment.
3. Pay the amount assessed.
4. Proceed to the Library for Clearance.
5. Submit this form with the Official Receipt of payment back to the Registrar's Office for stamping of the claiming date by the processor.
6. Claim the document(s) on the date indicated at the back of the Official Receipt.

SDF-URO-105-011-01



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024
 For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)

