



UNIVERSITY of the ASSUMPTION

REQUEST FORM FOR DOCUMENTS

Form UA-OUR-01A

June 2020

Please encode entries using Adobe Acrobat Reader.

Date Requested	√	Date Due	
PERSONAL INFORMATION		ACADEMIC INFORMATION	
Last Name	√	STUDENT NUMBER	√
First Name	√	Program/Degree	√
Middle Name	√	Did you graduate from UA?	
Gender	√	<input type="checkbox"/> Yes I graduated from UA	<input type="checkbox"/> No, my last enrollment was on
Birthday	√	on (date) _____	term/sem _____ AY
Did you have a change or correction of name at UA?	<input type="checkbox"/> No <input type="checkbox"/> Yes, my original name was (pls specify)	Granted Transfer Credentials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONTACT INFORMATION		CLAIMING INSTRUCTIONS	
Tel. No.(Home)	√	<input type="checkbox"/> PICK UP. The document/s will be claimed by the owner who will present one (1) valid ID upon claiming and the Official Receipt. <input type="checkbox"/> PROXY. A proxy/representative will claim the document/s. Upon claiming, he/she will present an authorization letter from the owner, his/her valid ID, valid ID of the owner and the Official Receipt.	
Cell No.	√		
Email Address	√	Name of Representative	√
Address (with zip code)	√	Signature of Representative	√
SIGNATURE of OWNER	√	Cell No.	√
		Email	√
<i>Please indicate check mark √ in the appropriate box ☐ .</i>		<i>To be filled out by the Records in-charge</i>	
DOCUMENT	PURPOSE OF REQUEST FOR DOCUMENT		QUANTITY
<input type="checkbox"/> 2nd Issuance of Diploma	<input type="checkbox"/> Verification	<input type="checkbox"/> Visa Application	
Php 661.00 - 20 working days	<input type="checkbox"/> Record	<input type="checkbox"/> Others	
<input type="checkbox"/> Transcript of Records	<input type="checkbox"/> Board Exam	<input type="checkbox"/> Verification	
Php 200.00 - 5 working days except during graduation and enrolment	<input type="checkbox"/> Employment	<input type="checkbox"/> Record Purposes	
	<input type="checkbox"/> Evaluation	<input type="checkbox"/> Others	
DOCUMENT	TYPE	PURPOSE OF REQUEST	
<input type="checkbox"/> Certification	<input type="checkbox"/> Enrolment/Attendance	<input type="checkbox"/> Verification	
Php 50.00 - 1 working day	<input type="checkbox"/> Units Earned/Grades	<input type="checkbox"/> Record Purposes	
	<input type="checkbox"/> Completion of Academic Requirements	<input type="checkbox"/> Board Examination	
	<input type="checkbox"/> Graduation with with honors	<input type="checkbox"/> Employment	
	<input type="checkbox"/> Candidacy for Graduation	<input type="checkbox"/> Evaluation	
	<input type="checkbox"/> Cumulative GPA/Rank in Batch	<input type="checkbox"/> Visa Application	
	<input type="checkbox"/> President's/Dean's List	<input type="checkbox"/> Educational Assistance	
	<input type="checkbox"/> English as Medium of Instruction	<input type="checkbox"/> Others	
	<input type="checkbox"/> Course Description		
	<input type="checkbox"/> English Proficiency		
	<input type="checkbox"/> Others		
<input type="checkbox"/> Transfer Credentials	<input type="checkbox"/> True Copy of Grades and Certificate of Eligibility to Transfer	<input type="checkbox"/> Evaluation	
Php 300.00 - 5 working days			
<input type="checkbox"/> Authenticated documents	<input type="checkbox"/> Diploma <input type="checkbox"/> Class Schedule	<input type="checkbox"/> Verification	
Certified True Copy of documents	<input type="checkbox"/> Certificate <input type="checkbox"/> Evaluation Form	<input type="checkbox"/> Record Purposes	
photocopied documents with the signature of the Registrar and the dry seal of UA	<input type="checkbox"/> RLE <input type="checkbox"/> Others	<input type="checkbox"/> Board Exam	
Php 50.00 - 5 copies/document	<input type="checkbox"/> Form 137	<input type="checkbox"/> Employment	
1 working day	<input type="checkbox"/> Form 138	<input type="checkbox"/> Evaluation	
	<input type="checkbox"/> Transcript of Records	<input type="checkbox"/> Visa Application	
	<input type="checkbox"/> Identification Card	<input type="checkbox"/> Further Studies	
	<input type="checkbox"/> Semestral Copy of Grades	<input type="checkbox"/> Others	
<input type="checkbox"/> Others	<input type="checkbox"/> Semestral Copy of Grades - Php 100	<input type="checkbox"/> Educational Assistance	
	<input type="checkbox"/> Syllabi - Php 50/page	<input type="checkbox"/> Evaluation/Verification	
TOTAL			

OFFICE of the UNIVERSITY REGISTRAR (OUR) - PROCEDURE FOR ON LINE APPLICATION FOR DOCUMENTS

<ol style="list-style-type: none"> 1. Accomplish all needed items highlighted in blue and indicate a check √ in boxes ☐ using Adobe Acrobat Reader. You do not need to print out the form and manually print your entries. 2. Send the accomplished form via email to reg@ua.edu.ph 4. Upon the verification of your records, you will receive your APPOINTMENT NOTICE. 5. Visit UA on your APPOINTMENT DAY via Gate 1. Present the APPOINTMENT NOTICE to the guard and get WALK-IN NUMBER for the payment of the document fee. 6. Proceed to the OUR and present your APPOINTMENT NOTICE. 7. Present your WALK IN NUMBER at the Treasury Office for the payment of fees. 8. Secure your documents at the OUR by presenting your OFFICIAL RECEIPT 	<p>You may also pay the assessed fees via:</p> <ol style="list-style-type: none"> 1. SM City Pampanga and SM San Fernando Downtown Bills Payment 2. Savemore Sta. Ana and Savemore Guagua Bills Payment 3. BPI and BDO on line banking and over the counter <p>When paying through Bills Payment facilities and Banks, indicate Student Name, Student Number, Program and Amount Paid .</p> <p>Present proof of payment of fees on the Appointment day at the OUR.</p> <p>UNIVERSITY OF THE ASSUMPTION Bank accounts BPI : 0510007387 BDO: 005750206999</p>
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IMPORTANT:

1. Representatives must present an Authorization letter signed by the owner of the document/s, ID Cards (of the owner and of the representative).
2. Document/s not claimed after 90 days from due date will be DESTROYED and payments made will be FORFEITED.
3. You may contact the OUR via: Email address: reg@ua.edu.ph FB page : **UNIVERSITY of the ASSUMPTION REGISTRAR** Telephone: +6345-9611648