



# UNIVERSITY of the ASSUMPTION

## ONLINE REQUEST FORM FOR DOCUMENTS

Form UA-OUR-01A

Oct 2022

*Fill out all entries highlighted in blue via Adobe Acrobat Reader.*

Date Requested	✓	Date Due and Time							
<b>PERSONAL INFORMATION</b>		<b>ACADEMIC INFORMATION</b>							
Last Name	✓	<b>STUDENT NUMBER</b>	✓						
First Name	✓	Program/Degree	✓						
Middle Name	✓	<b>Did you graduate from UA?</b>							
Gender	✓	<input type="checkbox"/> Yes I graduated from UA on (date)	<input type="checkbox"/> No, my last enrollment was on (Sem/Schl Year)						
Birth day	✓	<b>Granted Transfer Credentials?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Did you have a change or correction of name at UA?</b> <i>Indicate a check mark.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, my original name was (pls specify)	<b>CLAIMING INSTRUCTIONS</b>							
<b>CONTACT INFORMATION</b>		<input type="checkbox"/> PICK UP. The document/s will be claimed by the owner who will present one (1) valid ID 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.							
Tel. No.(Home)	✓								
Cell No.	✓								
Email Address	✓								
Address (with zip code)	✓								
<b>SIGNATURE of OWNER</b>		<b>Name of Representative</b>	✓						
		Signature of Representative	✓						
		Cell No.	✓						
		Email	✓						
<i>Please indicate a check mark ✓ in the appropriate boxes.</i>		<i>Number of copies and Price</i>							
<b>DOCUMENT</b>	<b>PURPOSE OF REQUEST FOR DOCUMENT</b>	<b>QUANTITY</b>	<b>PRICE</b>						
<input type="checkbox"/> <b>2nd Issuance of Diploma</b> Php 700.00 (with Affidavit of Loss)	<input type="checkbox"/> Verification <input type="checkbox"/> Record	<input type="checkbox"/> Visa Application <input type="checkbox"/> Others							
<input type="checkbox"/> <b>Transcript of Records</b> Php 200.00	<input type="checkbox"/> Board Exam <input type="checkbox"/> Employment <input type="checkbox"/> Evaluation	<input type="checkbox"/> Verification <input type="checkbox"/> Record Purposes <input type="checkbox"/> Others							
<b>DOCUMENT</b>	<b>TYPE</b>	<b>PURPOSE OF REQUEST</b>							
<input type="checkbox"/> <b>Certification</b> Php 100.00 /page	<input type="checkbox"/> Enrolment/Attendance <input type="checkbox"/> Units Earned/Grades <input type="checkbox"/> Completion of Academic Requirements <input type="checkbox"/> Graduation <input type="checkbox"/> Interposing No Objection <input type="checkbox"/> Cumulative GPA/Rank in Batch <input type="checkbox"/> President's/Dean's List <input type="checkbox"/> English as Medium of Instruction <input type="checkbox"/> Course Description <input type="checkbox"/> English Proficiency <input type="checkbox"/> General Weighted Average (GWA)	<input type="checkbox"/> Verification <input type="checkbox"/> Record Purposes <input type="checkbox"/> Board Examination <input type="checkbox"/> Employment <input type="checkbox"/> Evaluation <input type="checkbox"/> Visa Application <input type="checkbox"/> Educational Assistance <input type="checkbox"/> Others							
<input type="checkbox"/> <b>Transfer Credentials</b> Php 500.00	<input type="checkbox"/> True Copy of Grades and Certificate of Eligibility to Transfer	<input type="checkbox"/> Evaluation							
<input type="checkbox"/> <b>Authenticated documents</b> Certified True Copy of documents photocopied documents with the signature of the Registrar and the dry seal of UA Php 50.00 - 5 copies/document + Php 50.00 - CHED Endorsement	<input type="checkbox"/> Diploma <input type="checkbox"/> Class Schedule <input type="checkbox"/> Certificate <input type="checkbox"/> Evaluation Form <input type="checkbox"/> RLE <input type="checkbox"/> Syllabi= 50/course <input type="checkbox"/> Form 137 <input type="checkbox"/> Others <input type="checkbox"/> Form 138 <input type="checkbox"/> Transcript of Records <input type="checkbox"/> Identification Card <input type="checkbox"/> Semestral Copy of Grades	<input type="checkbox"/> Verification <input type="checkbox"/> Record Purposes <input type="checkbox"/> Board Exam <input type="checkbox"/> Employment <input type="checkbox"/> Evaluation <input type="checkbox"/> Visa Application <input type="checkbox"/> Further Studies <input type="checkbox"/> Others							
<input type="checkbox"/> <b>Other Documents</b> <b>2nd copy of some documents</b>	<input type="checkbox"/> 2nd copy Sem Copy of Grades - Php 100 <input type="checkbox"/> 2nd copy Class Schedule/Assessment Form	<input type="checkbox"/> Educational Assistance <input type="checkbox"/> Evaluation							
<input type="checkbox"/> <b>Processing Fee (200.00)</b>	<input type="checkbox"/> WES, CGFNS, BRN, ICES, etc	<input type="checkbox"/> Evaluation							
<i>Request for Records may be filed in person or online.</i>		<b>TOTAL</b>							
<b>PROCEDURE for ONLINE APPLICATION for DOCUMENTS</b>		<b>PAYMENT OPTIONS - ONLY PAID DOCUMENTS are PROCESSED in the OUR.</b>							
<ol style="list-style-type: none"> <li>1. Accomplish all needed items highlighted in blue and indicate a check ✓ in appropriate boxes <input type="checkbox"/> via Adobe Acrobat Reader.</li> <li>2. Send the accomplished form via email to <a href="mailto:reg@ua.edu.ph">reg@ua.edu.ph</a></li> <li>3. Wait for the evaluation of the request for documents to be sent by email.</li> <li>4. Pay the assessed fees via Payment facilities outside UA.</li> <li>5. Send the proof of payment to <a href="mailto:reg@ua.edu.ph">reg@ua.edu.ph</a></li> <li>6. Wait for the confirmation of the receipt of your payment and the day of release of your document/s.</li> </ol>		<ol style="list-style-type: none"> <li>1. Pay the assessed fees via the following bills payment facilities:               <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a. SM City Pampanga, SM Downtown Bills Payment *</td> <td style="width: 50%;">d. USSC</td> </tr> <tr> <td>b. Savemore Sta. Ana, Guagua, Apalit *</td> <td>e. ML Kwartia Padala</td> </tr> <tr> <td>c. PNB or BPI Bills Payment *</td> <td>d. Cebuana Lhuillier</td> </tr> </table> </li> </ol> <p>Documents are prepared once the payment is posted in the UA SERP account. The procedure for paying fees at UA Payment Facilities is specified in <a href="https://bit.ly/UAPaymentFacilities">https://bit.ly/UAPaymentFacilities</a></p> <ol style="list-style-type: none"> <li>3. Send the proof of payment to <a href="mailto:reg@ua.edu.ph">reg@ua.edu.ph</a> for the processing of your request.</li> </ol>		a. SM City Pampanga, SM Downtown Bills Payment *	d. USSC	b. Savemore Sta. Ana, Guagua, Apalit *	e. ML Kwartia Padala	c. PNB or BPI Bills Payment *	d. Cebuana Lhuillier
a. SM City Pampanga, SM Downtown Bills Payment *	d. USSC								
b. Savemore Sta. Ana, Guagua, Apalit *	e. ML Kwartia Padala								
c. PNB or BPI Bills Payment *	d. Cebuana Lhuillier								

**IMPORTANT: The Office of the University Registrar is open every Monday to Friday, 7:30am -12:00 nn, 1:00 pm -4:30 pm only.**

1. Representatives must present the following: 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. Contact us via: Email: [reg@ua.edu.ph](mailto:reg@ua.edu.ph)    FB page : [@uauniversityregistrar](https://www.facebook.com/uauniversityregistrar)    Mobile Nos: +639311014809    Land line nos: +63459613617 local 202