



CREDENTIAL REQUEST FORM

INSTRUCTIONS:

1. Please PRINT all information given in this form neatly and completely. INCOMPLETE INFORMATION will not be processed.
2. Submit the accomplished form to the Registrar's Office for processing.
3. Claim requested documents two (2) weeks after date of filing.

DATE FILED: _____

Name: _____
(Last Name) (Given Name) (Middle Name)

Address: _____

Date of Birth: _____ Place of Birth: _____

Contact Number: (Telephone/Mobile) _____

Classification:

Graduated:

Course: _____ Section: _____ Year: _____

Undergraduate

Course: _____ Section: _____

School Last Attended (Before Dualtech): _____

School Year: _____

Date Admitted as BSTP: _____

DOCUMENT REQUESTED (Please Check)

- Transcript of Records
- Honorable Dismissal
- Certificate of Good Moral Character
- Certification for Candidate for Graduation
- Others: Pls specify: _____

Noted:

Accounting Office/ Date

Registrar's Office/ Date