



OFFICE OF THE UNIVERSITY REGISTRAR

REQUEST FOR ACADEMIC RECORDS

Name of Student: \_\_\_\_\_  
SURNAME GIVEN NAME MIDDLE NAME

Please PRINT your name based on your birth certificate; If married, print name used during last enrolment.

Permanent Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Last SY attended at XU: \_\_\_\_\_

Name of Program Completed: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

If transferred to another school, please write name of school: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

DOCUMENTS: (please check)

\_\_\_\_ Transfer Credential/Honorable Dismissal

\_\_\_\_ Transcript of Records

\_\_\_\_ Authenticated copy of HS Card (F 138)

\_\_\_\_ Authenticated copy of HS TOR (F 137-A)

\_\_\_\_ Course Description

CERTIFICATES: (please check)

\_\_\_\_ Graduation

\_\_\_\_ Letter of No Objection

\_\_\_\_ Special Order

\_\_\_\_ English as Medium of Instruction

Qty

Schedule of Fees	
Particulars	Fee (php)
Clearance Processing	150
Transfer Credential	750
Transcript of Records	680
Authenticated Copy	100
Certificate	100
Course Description	800
Documentary Stamp	15
Courier (NCR)	125
Courier (Luzon/Visayas)	135
Courier (Mindanao)	125
Islander	145

To be mailed to the ff address/es:

1. \_\_\_\_\_

2. \_\_\_\_\_

**NOTE:** 1. Requests will not be processed if student has incomplete documents (F138, F137-A, TOR, Transfer Credential, etc.) and outstanding obligations with XU.

2. Document processing is 5-14 working days from clearance.

3. Overseas request has a different schedule of fees.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Received by: \_\_\_\_\_

Date: \_\_\_\_\_

