

Office of the University Registrar / University Registrar  
University of the Philippines / UP in the Visayas  
Diliman, Quezon City 1101 / Miag-ao, Iloilo 5023

Date: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Postal Money Order: \_\_\_\_\_

No. of Sets Requested: \_\_\_\_\_

### APPLICATION FOR OFFICIAL TRANSCRIPT OF RECORDS

NAME: \_\_\_\_\_  
Last First Middle Maiden (if married)

STUDENT NUMBER: \_\_\_\_\_ First time to apply?  Yes  No If NO, date of last request \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

**PURPOSE FOR THE REQUEST:**

- TRANSFER  EMPLOYMENT  PERSONAL FILE  
 USE ABROAD  FURTHER STUDIES  OTHERS (please specify) \_\_\_\_\_

- TO BE PICKED UP personally from the Registrar's Office (UPV Iloilo or UP Diliman as the case may be)  
 TO BE MAILED to this address: (If for transfer purposes – give the name and address of school since transmission of OTR is from school to school only)

*Please fill up all information requested below. Thank you.*

<u>UP College or Unit Attended</u>	<u>Inclusive Dates</u>	<u>Length of Attendance</u>	<u>Degree/Title obtained from UP</u>	<u>Date of Graduation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Note: For authorized persons, please attach authorization letter duly signed by the student applicant.)

\_\_\_\_\_  
SIGNATURE OF STUDENT APPLICANT

**READ INSTRUCTIONS BELOW PLEASE:**

#### **HOW TO FILE YOUR REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS**

Please attach accomplished college clearance and payment in Postal Money Order payable to the UNIVERSITY REGISTRAR and send by mail to

☒ *Office of the University Registrar  
University of the Philippines in the Visayas  
Miag-ao, Iloilo 5023 TeleFax # 033-3158556*

**Reminders:** All students who graduated from 1986 up to the present and those who were admitted to UP Cebu from SY 1986 up to the present, must mail their requests to UPV Iloilo

*For students who were enrolled or graduated prior to 1986 please send your requests to:*

☒ *Office of the University Registrar  
University of the Philippines System  
Diliman, Quezon City 1101  
(TelFax) # (02) 927-4561*

**TRANSCRIPT FEE:** ₱ 30.00 per page  
If with attached OTR from previous school -~~₱~~ 20.00/ page  
Envelope P 10.00  
Mailing fee : Priority Mail – P 40.00 Express Mail – P 50.00 Courier - P 65.00

Length of Attendance	Undergraduate	Transferee from other Schools
1-2 years	1 page	3 pages
3-4 years	2 pages	5 pages
5-6 years	3 pages	6 pages