



TARLAC STATE UNIVERSITY
OFFICE OF REGISTRATION AND ADMISSION
 Tarlac City

Transaction No: _____

REQUEST FORM

Dated Filed: _____ **Due Date:** _____

NAME OF STUDENT: _____
 (Pls. write the name registered during your enrollment at TSU)

Course/Major: _____
Address: _____
Contact: _____

Type of Request	No. of Copies	Pls. check if First Copy
1. Transcript of Records (TOR)	_____	Yes ___ No ___
2. Diploma (Duplicate)	_____	
3. Form 137-A	_____	
4. Certification/s:		
Authentication (CAV)	_____	
English Medium of Instruction	_____	
English Translation Diploma	_____	
Enrollment	_____	
General Weighted Ave.	_____	
Graduation	_____	
Transfer Credentials	_____	
Units Earned	_____	

Please fill the information needed correctly:

Year Graduated: _____

For unfinished curriculum:

Year of First Attendance _____

Year of Last Attendance _____

Purpose of Request: (please check)

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Board Examination | <input type="checkbox"/> Promotion |
| <input type="checkbox"/> Employment (Local) | <input type="checkbox"/> Ranking |
| <input type="checkbox"/> Employment Abroad | <input type="checkbox"/> Records |
| <input type="checkbox"/> Evaluation | <input type="checkbox"/> Scholarship |



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Transaction No: _____

CLAIM STUB

NAME: _____
DATE FILED: _____
DUE DATE: _____

Please claim your Request at Window _____

Important Reminders:

1. Pls. bring with you this stub in claiming your request
2. In case of a representative, pls. attach your Authorization letter, your ID and the ID of representative.
3. In case of lost stub, inform the ORA Office immediately.
4. Release of request/s will only depend if the requirements are complete.
5. The validity of request is 60 days from the date of filing.

 SIGNATURE OF REQUESTOR

 SIGNATURE OF REPRESENTATIVE

Remarks: _____

- Claimed on due date: _____
 Claimed beyond due date: _____