



Saint Mary's University
3700, Bayombong, Nueva Vizcaya
E-Mail: registrar@smu.edu.ph Fax No.: (078) 321-2117
Tel. No.: (078) 321-2221 / (078) 321-3648

SMU FORM – 65A

APPLICATION FORM FOR OFFICIAL TRANSCRIPT OF RECORDS/DIPLOMA

ID No.: _____ **Date:** _____

Name of Student: _____ **Course & Year:** _____

School Term Last Attended: _____ **Semester S.Y. 20** _____ **-20** _____ **Summer** _____

Email Address: _____ **C.P #:** _____

FOLLOW INSTRUCTIONS BELOW:

- A. Application for the release of the **OFFICIAL TRANSCRIPT OF RECORDS/DIPLOMA** must be filed at the Registrar's Office. **SCHEDULE OF RELEASE: REGULAR: 2 WEEKS – 1 MONTH EXPRESS: 8-24 WORKING HOURS.**
- B. **NO OFFICIAL TRANSCRIPT OF RECORDS/DIPLOMA** shall be released unless all *financial obligations*, both money and property, to the school are fully settled.
- C. Present this form for signature to the offices in the order indicated below. **(RETURN THIS FORM TO THE REGISTRAR'S OFFICE AFTER IT HAS BEEN DULY ACCOMPLISHED)**

I. OFFICE OF THE DIRECTOR, UNIVERSITY LEARNING RESOURCE CENTER
 Remarks: _____ 1. _____

II. OFFICE OF THE HEAD, INVENTORY MANAGEMENT
 Remarks: _____ 2. _____

III. OFFICE OF THE ACADEMIC DEAN
 Remarks: _____ 3. _____

IV. OFFICE OF THE HEAD, ALUMNI AFFAIRS
 Remarks: _____ 4. _____

V. OFFICE OF THE DIRECTOR, COMMUNITY EXTENSION SERVICES CENTER
 Remarks: _____ 5. _____

VI. OFFICE OF THE HEAD, GUIDANCE & TESTING
 Remarks: _____ 6. _____

VII. OFFICE OF THE DEAN, STUDENT AFFAIRS & SERVICES
 Remarks: _____ 7. _____

VIII. OFFICE OF THE UNIVERSITY REGISTRAR
 OTR will be issued for: _____ 8. _____
 Diploma: _____

IX. ACCOUNTING OFFICE:
 Transcript Fee: REGULAR: P100.00/page EXPRESS: P200.00/page P _____
 No. of Page(s) 1 2 3 4 5 6 7..... No. of Set(s): 1 2 3 4 5.....
 Diploma Fee: REGULAR: P215.00 EXPRESS: P415.00 P _____
 Documentary Stamp: P15.00
 Balance on tuition. P _____
TOTAL:..... P _____

I have read and understood all the conditions and reminders in connection with this request and I agree to comply with them.

Signature over Printed Name

Please accomplish the following information sheet before turning over this form to the Registrar's Office.

Saint Mary's University
Bayombong, Nueva Vizcaya
Alumni Feedback and Tracer Study Form

A. Personal Information:

1. Name _____ Nickname: _____
 First Name Middle Name Family Name Birth Date: _____
 2. Contact Address: Home _____ Tel. # _____
 Office _____ Tel. # _____
 E-mail Address _____ Telefax: _____ Cellular: _____

3. Status (pls. check) Married Name Of Spouse _____ Single Separated

4. Name of Spouse (if married) _____

5. Name of Children (write in sibling order)

	Studying where
Name	
_____	_____
_____	_____
_____	_____

6. School History: Schools Attended Year Graduated Degree/s
 Elementary _____
 Secondary _____
 Higher Education _____

7. Employment History:

	Year of Employment	Position Held	School/Firm/ Company
_____	_____	_____	_____
_____	_____	_____	_____

8. Membership to/ Affiliation in /Civic and Religious Organizations

	Position Held
Name of Organization	
_____	_____
_____	_____

9. Training/Expertise/ Skills

_____	_____	_____
_____	_____	_____

Alumni Feedback

1. As a graduate (an alumnus/alumna) in what area and in what way/s would you like yourself to be involved in the affairs of your Alma Mater? (please put a check mark)

❖ **Academic**

- Voluntary Consultancy Service
- As member of pool of Resource Speaker in and out of the university.
- Curriculum Development/enrichment
- Volunteer Researcher of the University
- Volunteer Guest Lecture in the University

❖ **Administrative**

- Assist in the formation of plans, programs, projects of the alumni
- Assist in appraising institutional objectives in relation to community services

❖ **Finance/Development**

- Assist in the fund raising activities in the university
- Assist in generating resources for the realization of the objectives of the alumni affairs
- Assist in the development programs of the university
- Outreach Program
- Environmental Concerns

2. What important things have you learned at SMU that helped you improve yourself in your field and in the community you work with.

3. What comments/suggestions can you give to improve the university's system in terms of:

- ❖ Curricular Programs (course offerings, instructional materials, skills to be developed, work ethics needed in the work place, etc.)
- ❖ Services (requesting for documents, career placement, etc.)
- ❖ Outreach Program/ Community involvement

List down names and addresses of alumni you know

Name	Employment Address
_____	_____
_____	_____