



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

REQUEST FOR CORRECTION OF NAME/DATE/PLACE OF BIRTH

Date

The Registrar
Saint Mary's University
Bayombong, Nueva Vizcaya

Dear Madam:

I _____ would like to request your good office
(Print complete name, including middle initial)
for the correction of my name/date or place of birth in my academic records to conform with my
name/date or place of birth in my birth certificate.

In this connection, I am submitting the following documents:

- a. Certified true copy and Xerox copy of birth certificate or alien Certificate of Registration
- b. Personal affidavit (if of legal age) or affidavit of parents
- c. Joint affidavit of two (2) Disinterested Parties

Thank you.

Very truly yours,

(Signature over printed name)

ACTION TAKEN:

_____ Approved

_____ Disapproved

DR. GERTRUDE G. DANA O
University Registrar