



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 – 65B

**APPLICATION FORM FOR SUBSEQUENT COPY OF OFFICIAL TRANSCRIPT OF RECORDS/DIPLOMA –For OTR-(Applicable only to those who did not re-enroll since the issuance of their OTR)**

\_\_\_\_ 2<sup>nd</sup> Request / \_\_\_\_ 3<sup>rd</sup> Request / \_\_\_\_/4<sup>th</sup> Request \_\_\_\_/Others

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 UNIVERSITY REGISTRAR**

OTR will be issued for: \_\_\_\_\_  
 Diploma: \_\_\_\_\_ Registrar

**II. ACCOUNTING OFFICE:**

Transcript Fee: <b><u>REGULAR</u></b> : P100.00/page	<b><u>EXPRESS</u></b> : 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: <b><u>REGULAR</u></b> : P215.00	<b><u>EXPRESS</u></b> : P415.00	P _____
Documentary Stamp: P15.00		
Balance on tuition. . . . .		P _____
<b>TOTAL:</b> .....		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)

Name	Studying where
_____	_____
_____	_____
_____	_____

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

Name of Organization	Position Held
_____	_____
_____	_____

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
_____	_____
_____	_____