



# Saint Mary's University

Bayombong, Nueva Vizcaya

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## OFFICE OF THE UNIVERSITY REGISTRAR

### GUIDELINES FOR RECORDS APPLICATION

WHAT	DOCUMENT TYPE	WHERE TO APPLY	PRICE	WAITING TIME
<b>OFFICIAL TRANSCRIPT OF RECORDS (OTR)</b>	<ul style="list-style-type: none"> <li>for Board Exam Purposes</li> <li>for Employment Purposes</li> <li>for Evaluation/Reference Purposes</li> </ul>	Registrar's Office	P100/page + P15.00 for <u>doc. stamp (D.S.)</u>	<b>*EXPRESS LANE</b> (Within 8-24 working hours) <i>(Price is twice the price of the regular lane)</i>
				<b>*REGULAR LANE</b> (2 weeks to 1 month)
<b>CERTIFICATION</b>	• Academic Completion	Registrar's Office	P100 + P15 D.S.	3 working days
	• Enrollment	Registrar's Office	P100 + P15 D.S.	3 working days
	• Graduation / With Honors	Registrar's Office	P100 + P15 D.S.	3 working days
	• Units Earned	Registrar's Office	P100 + P15 D.S.	3 working days
	• Course Description ( <i>max of 5 courses per certification</i> )	Dean's Office	P100 + P15 D.S.	3 working days
	• Course Description ( <i>whole course</i> )	Dean's Office	P100 + P15 D.S.	5 working days
	• Course Syllabi	Dean's Office	P100 + P15 D.S.	3 working days
	• Medium of Instruction Used	Registrar's Office		3 working days
	• Cumulative GPA/QPI/GWA	Registrar's Office	P100 + 15 D.S.	3 working days
	• Dean's Honor List for Term _____ SY _____ - _____	Registrar's Office	P100 + P15 D.S.	3 working days
	• Good Moral Character	ADSAS for Men/Women	P100 + P15 D.S.	3 working days
<b>CERTIFIED TRUE COPY (by the Registrar)</b>	• DIPLOMA+OTR ( <i>present original</i> )	Registrar's Office	P10.00 dry seal/page	1-3 working days
	• <b>RLE/OJT</b> (only for BSN, BSED, BEED/HTRM)	Prepared at the Dean's Office	P100 + P15 D.S.	1-3 working days
	• Special Order for Graduation	Registrar's Office	P10.00 dry seal/page	1-3 working days
	• Enrolment list (for CAV applicants)	Registrar's Office	P10.00 dry seal/page	1-3 working days
	• Form 137 (HS Transcript)	Registrar's Office	P10.00 dry seal/page	1-3 working days
	• Form 138 (HS Report Card)	Registrar's Office	P10.00 dry seal/page	1-3 working days
<b>Others</b>	• Breakdown of Miscellaneous Fees for ____ sem, SY ____ - ____	Accounting Office	P100 + P15 D.S.	3 working days
	**Certification, Authentication, Verification (CAV for Red Ribbon)	Registrar's Office	P80.00 (CHED fee) P1000.00 (processing)	Within 3 months <b>CLAIM AT DFA-MANILA</b>
	***CAV for Local Employment	Registrar's Office	P10.00 dry seal/page	1-3 working days
	• Reprinting of Grades	Registrar's Office	P50.00	Within 8 working hours

## PROCEDURE IN APPLYING FOR DOCUMENT/S

1. Fill out a Request Form from the staff-in-charge (Windows 1, 2, or 3).
2. Pay the necessary charges at the Treasury Office (Cashiers' Windows 1-4)
3. Show Official Receipt of payment to the Registrar's Staff-in-charge.
4. Ask for a CLAIM SLIP from the Registrar's staff.
5. Give the CLAIM SLIP to the Staff-in-charge for the release of your requested document.
6. Sign your name that you have received the document. Indicate the date and time of receipt.

**N.B. For OTR, Diploma and Application for Transfer Credentials/Honorable Dismissal present an accomplished CLEARANCE FORM with the Official Receipt of Payment**

## CONDITIONS AND REMINDERS

1. GRADUATES MAY APPLY FOR TRANSCRIPT OF RECORDS IN PERSON OR THROUGH A REPRESENTATIVE VIA 'EXPRESS LANE' WHICH MAKES IT AVAILABLE WITHIN **8 – 24 WORKING HOURS, DEPENDING ON THE AVAILABILITY OF OFFICIAL SIGNATORIES.**
2. To verify the identity of the requesting/claiming party, a one (1) valid ID Card shall be required for presentation upon request & one (1) upon claiming the documents.
3. Requests and claiming documents by a representative must be covered by an **AUTHORIZATION LETTER.** The representative must show his/her two (2) IDs and one (1) of the owner.