

**Associate Dean for Mentoring, Academic Progress and Advancement
(ADMAPA)
Graduate Office, College of Science
UP Diliman, Quezon City
REQUEST SLIP FORM**

1. Fill-up the request slip form.
2. Pay the processing fee of Php 20.00 per page at the U.P. Cashier's Office.
3. Fill out the online request form at <http://science.upd.edu.ph/index.php/academics/go>
4. You may claim your requested TCG/Certification after five (5) working days. However, during PEAK SEASON it may take MORE THAN ONE (1) WEEK for it to be processed. But for those who are requesting it for Return from AWOL & LOA; Below Average and MRR you may claim it after two (2) to three (3) working days. **NO OFFICIAL RECEIPT, NO TCG/CERTIFICATE.**

Note: Students who already graduated may request for TCG only within one term after their graduation. Otherwise, the student should request for Official Transcript of Records at the Office of the University Registrar (Memorandum ECA No. 014-25).
FOR B.S. Students who graduated kindly use the Office of the College Secretary Form and Online Request Form.

NAME: _____ DATE : _____
DEGREE PROGRAM: _____ STUDENT NUMBER: _____
EMAIL ADDRESS: _____

No. of Copies	Requested Documents	TOTAL
TRUE COPY OF GRADES (TCG) CS Trust Account No. 1561-884-952-005-457		
	True Copy of Grades with GWA	Php
	True Copy of Grades	Php
CERTIFICATIONS : CS Trust Account No. 1561-884-952-005-457		
	Certificate of Approved Thesis/Dissertation Proposal	Php
	Certificate of Candidacy for Graduation	Php
	Certificate of Currently Enrolled	Php
	Certificate of Enrolled Subjects	Php
	Certificate of Completed Academic Requirements	Php
	Certificate of Completed Academic Requirements with Earned Units and GWA	Php
	Certificate of Courses Taken with Title, Earned Units and GWA	Php
	Certificate of GWA and Earned Units	Php
	Certificate of Defended Thesis/Dissertation	Php
	Certificate of Graduation with Earned Units and GWA	Php
	Certificate of Expected to Graduate (must submit endorsement letter from the Unit)	Php
OTHERS: _____		
SPECIAL INSTRUCTIONS: _____		
CS Application Fee CS Trust Acct # 9240-884-951-005-458		
	Php 500.00 for Filipino applicant/s	
	\$25 for Foreign applicant /s	
	TOTAL	Php

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