AIJC GS Form No. 04-28

ASIAN INSTITUTE OF JOURNALISM AND COMMUNICATION
Unit 902 Annapolis Wilshire Plaza, Annapolis St., Greenhills, San Juan

Graduate School

Office of the Registrar

Date: _____

Application for:

_____ Certification of Grades
_____ Transcript of Records
_____ Diploma
_____ Transfer Credential/Honorable Dismissal

Student No.: _____

Student's Name: _____
Last Name *First Name* *Middle Name*

Degree Program _____ **Date of Graduation**: _____
Purpose for the Requested Document: _____
Home Address: _____
Tel. No. _____ **E-mail address:** _____

_____
Signature

Procedure:
1. Fill out the upper portion of this application form.
2. Have the Clearance Form signed by the department heads *(see below).*
3. Pay the corresponding fee at the Accounting Office indicated below.
4. File this application at the Registrar's Office with receipt attached.

CLEARANCE FORM

_____ _____
Accounting Office **Library**

_____ _____
Student Council/Services **Registrar's Office**

_____
VP for Academic Affairs

Amount to be paid:

COG : _____
TOR : _____
Diploma : _____
TC/HD : _____
Total : _____

Issued on: _____
Issued by: _____

Received by:_____
Signature over printed name

Note:
1. No transcript will be issued sooner than five (5) working days from the date of filing of this application, or during registration/enrolment period.
2. Transcript of records or certification of grades will be picked up by the requesting party.
3. No transcript of certification will be issued without TOR from the previous school attended.