



ASIAN INSTITUTE OF JOURNALISM AND COMMUNICATION
 G/F ICTV Bldg., 2244 España Avenue, Sampaloc, Manila
 Landline: 8743-4321 /8740-0396

**Graduate School
 Office of the Registrar**

Date: _____

Application for:

- _____ Certification of Grades
- _____ Transcript of Records
- _____ Diploma
- _____ Transfer Credential/Honorable Dismissal
- _____ Others (e.g., Certification, Assessment)

Number of Copies: _____

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

Ms. Lagrimas E. Legaspi/ Ms. Mary Joy Pelington
Accounting Office

Ms. Airra A. Tadeo, LPT, RL
Library

Mr. Roderick L. Cuevas / Ms. Guillian Mae C. Palcone
Student Council/Services

Ms. Fatima Michelle A. Morales-Manuel
Registrar's Office

Dr. Paz H. Diaz
Acting Dean/VPA

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 records or certification will be issued without TOR from the previous school attended.
4. No transcript of records shall be released if a student has not completed the course taken. Only certification of grades reflecting the courses taken will be provided to the student.