



Office of the Associate Dean for Mentoring Academic Progress and Advancement

GRADUATE OFFICE

REQUEST FOR LATE REGISTRATION/ CHANGE TO MATRICULATION / ENROLLMENT / PAYMENT/DROPPING/LOA

Date: _____

Edgardo Carlo L. Vistan II
Chancellor, University of the Philippines, Diliman

Thru Channels:

Dear Chancellor Vistan:

This is to request for: (Please Check Appropriate Box and state your reason below) *

- Late Registration (fill-out certificate of attendance)
- Late Change of Matriculation (with endorsement from the Faculty handling the class) and Payment.
- Late Enrollment and Payment ** (fill-out certificate of attendance)
- Late Payment ** (fill-out certificate of attendance)
- Late Payment of Dropping
- Late Payment of Leave of Absence (LOA)
- Withdrawal of Residence
- Cancellation of Subjects
- Late Admission
- Others: _____

Respectfully yours,

Signature over Printed Name Degree Program Student Number

This is to certify the attendance of the student during the ____ Semester of Academic Year _____

CERTIFICATE OF ATTENDANCE

SUBJECT/S	SCHEDULE OF CLASSES	NUMBER OF CLASSES MISSED	NAME AND SIGNATURE CERTIFIED BY THE FACULTY

Endorsed by:

Signature over Printed Name
Director / Program Coordinator

Endorsed by:

EIZADORA T. YU, Ph.D.
Associate Dean for Mentoring
Academic Progress and Advancement

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