



COLLEGE OF OUR LADY OF MERCY  
OFFICE OF THE REGISTRAR

**REGISTRAR'S OFFICE USE ONLY**

Payment for: \_\_\_\_\_  
Request Received by: \_\_\_\_\_

**FINANCE USE ONLY**

O.R. No. \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**REQUEST FOR DOCUMENTS**

PLEASE PRINT

**DATE RECEIVED**

**DATE OF RELEASE**

PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		STUDENT NO./LRN	
FIRST NAME		GRADE/YEAR LEVEL/ COURSE	
MIDDLE NAME		<b>GRADUATION</b>	
ADDRESS		<input type="checkbox"/> Yes, I graduated on _____ Date <input type="checkbox"/> No, I last attended on _____ SY ____-____	
BIRTHDATE		<b>CONTACT INFORMATION</b>	
SIGNATURE		MOBILE NO.:	
Document/s Requested	<input type="checkbox"/> Diploma <input type="checkbox"/> TOR/SF10 <input type="checkbox"/> Transfer Credentials (Honorable Dismissal) <input type="checkbox"/> Certification of Graduation <input type="checkbox"/> Certification of Weigh Average <input type="checkbox"/> Certification of Good Moral Character <input type="checkbox"/> Certification of Enrollment	EMAIL ADDRESS:	
		<b>SCHOOL INFORMATION</b>	
Purpose	<input type="checkbox"/> Employment <input type="checkbox"/> Evaluation <input type="checkbox"/> Board Examination <input type="checkbox"/> Scholarship <input type="checkbox"/> Others _____	Name of Elementary School graduated: _____ Year: _____	
		Name of Junior High School completed: _____ Year: _____	
		Name of Senior High School graduated: _____ Year: _____	

**CLEARANCE**

OFFICE	REMARKS	SIGNATURE	OFFICE	REMARKS	SIGNATURE
LIBRARY			REGISTRAR		
FINANCE			PRINCIPAL/HEAD		

**NOTE** **IMPORTANT**

Any "X" grade incurred which has not been completed before the issuance of Transfer Credential/TOR can no longer be completed.	REQUESTED DOCUMENT NOT CLAIMED AFTER SIXTY (60) CALENDAR DAYS WILL BE DESTROYED.
--	--

**CLAIM SLIP**

Name: \_\_\_\_\_

Request for:

Transcript of Records   
  SF 10   
  Transfer Credential   
  Certification

**DATE OF RELEASE:** \_\_\_\_\_ **CLAIMING TIME: 9:00 a.m. – 4:00 p.m. only**

**IMPORTANT:**

- ✓ Per your claim slip date, come and **BRING A VALID ID**. If you cannot personally come, your representative can bring your & his/her valid ID and your letter of authorization duly notarized.
- ✓ Requested documents not claimed **after sixty (60)** calendar days will be destroyed.