



Adventist University of the Philippines

RECORDS AND ADMISSIONS OFFICE

Certificate of Clearance UNDERGRADUATE

Date _____

This is to certify that _____ has no money and/or property accountability to the University.

*Signature Over Printed Name
Department Chair*

*Signature Over Printed Name
JLDM Library Director*

*Signature Over Printed Name
College Dean*

Student Account Verification

*Signature Over Printed Name
Residence Dean*

*Signature Over Printed Name
Student Finance Director*

*Signature Over Printed Name
Health Service Director*

*Signature Over Printed Name
Chief Accountant*

*Signature Over Printed Name
Vice President, Student Services*

*Signature Over Printed Name
Records and Admissions Director*

Application for Credentials

TO: The Records and Admissions Director
Adventist University of the Philippines

Last Name

First Name

Full Middle Name

May I apply for my Certificate of Eligibility to Transfer/Official Transcript of Records/Degree Certificate from this University. (State the reason) _____

Graduated *Yes* *No* *Year Graduated* _____

I understand that my Official Transcript of Records, may not be available sooner than 10 working days after application. If transferee, Official Transcript of Records will be mailed upon request to:

College or University _____

Address _____

Last attendance date at Adventist University of the Philippines _____

Entered AUP with advanced credits (if any) from _____

Date Due _____

Signed by _____

RAO Personnel

Student's Signature Over Printed Name

Address

Telephone/Mobile Number

Note: Submit this form without erasures to the Records and Admissions Office after payment of the required fees. Thank You.

Transcript Fee Control No/OR# _____ Amount _____ Date _____

RECORDS AND ADMISSIONS OFFICE

ADVENTIST UNIVERSITY OF THE PHILIPPINES

CLAIM STUB

Name _____ Due Date _____

Document/s Requested _____ Released by _____

NOTE: Document/s requested should be claimed within three (3) months. If unclaimed after three (3) months from the scheduled date of release, the document/s requested will be automatically shredded by the RAO. (NO RELEASING EVERY FRIDAY).