



Office of the Associate Dean for Mentoring Academic Progress and Advancement

GRADUATE OFFICE

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

Date: _____

DR. MICHAEL L. TAN
Chancellor, UP Diliman

Thru Channels:

Dear Chancellor Tan:

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

- Late Change of Matriculation (with endorsement from the Faculty handling the class) and Payment.
- Late Enrollment and Payment ** (attach certificate of attendance Form 3.2)
- Late Payment ** (attach certificate of attendance Form 3.2)
- Late Payment of Dropping
- Late Payment of Leave of Absence (LOA)

Respectfully yours,

Signature over Printed Name	Degree Program	Student Number
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Endorsed by:

Endorsed by:

Signature over Printed Name
Director / Program Coordinator

GIL M. PENULIAR, PhD
Associate Dean for Mentoring
Academic Progress and Advancement

Proceed to the unit concerned for endorsement and submit to the Graduate Office for endorsement and then proceed to the Office of the University Registrar for approval and payment.