



Office of the Associate Dean for Academic Affairs

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:

MANUEL JOSEPH C. LOQUIAS, Dr. math.
Associate Dean for Academic Affairs