



**TARLAC STATE UNIVERSITY**  
**OFFICE OF ADMISSION AND REGISTRATION**  
 Tarlac City

Transaction No: \_\_\_\_\_  Online  
 \_\_\_\_\_  Walk-In

**REQUEST FORM**

Dated Filed: \_\_\_\_\_ Due Date: \_\_\_\_\_

**NAME OF STUDENT:** \_\_\_\_\_  
 (Pls. write the name registered during your enrollment at TSU)

**Course/Major:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_

Type of Request	No. of Copies	Pls. check if First Copy
1. Transcript of Records (TOR)	_____	Yes ___ No ___
2. Diploma (Duplicate)	_____	
3. Form 137-A	_____	
4. Certification/s:	_____	Please fill the information needed correctly: Year Graduated: _____
5. Authentication (CAV)	_____	
6. English Medium of Instruction	_____	For unfinished curriculum: Year of First Attendance _____ Year of Last Attendance _____
7. English Translation Diploma	_____	
8. Enrollment	_____	
9. General Weighted Ave.	_____	
10. Graduation	_____	
11. Transfer Credentials	_____	
12. Units Earned	_____	
13. No Objection, No Publication	_____	
14. PD907	_____	
15. Grading System	_____	
16. Bonafide	_____	
17. Consular	_____	
18. CAV CHED Endorsement	_____	

Purpose of Request: (please check)

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Board Examination  | <input type="checkbox"/> Promotion   |
| <input type="checkbox"/> Employment (Local) | <input type="checkbox"/> Ranking     |
| <input type="checkbox"/> Employment Abroad  | <input type="checkbox"/> Records     |
| <input type="checkbox"/> Evaluation         | <input type="checkbox"/> Scholarship |



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Transaction No: \_\_\_\_\_

**CLAIM STUB**

**NAME:** \_\_\_\_\_  
**DATE FILED:** \_\_\_\_\_  
**DUE DATE:** \_\_\_\_\_

Please claim your Request at Window \_\_\_\_\_

**Important Reminders:**

- Pls. bring with you this stub in claiming your request
- In case of a representative, pls. attach your **Authorization letter, your ID and the ID of representative.**
- In case of lost stub, inform the ORA Office immediately.
- Release of request/s will only depend if the requirements are complete.
- The validity of request is **60 days** from the date of filing.
- Extended an additional day(s) for the holiday.
- Claim your request on the given date/claiming date.

\_\_\_\_\_  
 SIGNATURE OF REQUESTOR

\_\_\_\_\_  
 SIGNATURE OF REPRESENTATIVE

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Claimed on due date: \_\_\_\_\_  
 Claimed beyond due date: \_\_\_\_\_