

Policy No:	ACA-POL-0042
Policy Title:	Request for Academic Records through Email
Implementation Procedure:	ACA-PROC-0019 Requisition of Academic Records through Email
Date of Issuance:	March 2016
Effectivity:	AY 2015-2016 onwards
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Office of Origin: (Policy Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	None
Purpose of Policy:	This policy addresses the need of graduates and former students for their academic records who are unable to personally submit their applications.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. The Colegio entertains online applications for academic records. 2. Online Applications can be made through the Colegio's website and email. 3. Requests made vial email should be directly addressed to the Colegio, specifically to the Office of the Registrar. (registrar@letran.edu.ph) 4. The identity of the requisitioner must be established before a request is given due course. 5. The requested records shall be processed only after the Financial Affairs Division has confirmed the processing of payment. 6. All payment for requested records should be remitted via the Colegio's bank account in Banco de Oro Universal Bank – Intramuros Branch, under the account number of 004500003129 with swift code BNORPHMM. Payment via US Dollars 7. Each academic record request has a correspondent cost per copy. Fees are subject to change upon the discretion of the Colegio's management. 8. Each academic record has a corresponding processing time. The maximum processing time imposed are the following <ul style="list-style-type: none"> • Official Transcript of Records – 5 working days • Diploma – 5 working days • True Copy of Grades – 5 working days • Form 137 – 3 working days • Course Description – 3 working days • Certifications – 2 working days <ul style="list-style-type: none"> ○ Certification of Graduation ○ Deficiencies ○ Medium of Instruction ○ Weighted Average ○ Good Moral Character ○ and all other academic related certification 9. The requisitioner should personally claim the records to the Office of the Registrar. In cases of an authorized representative, an authorization letter and valid ID from the requisitioner are required on upon claiming. 10. Requests for records can be delivered to the requisitioner via courier for an additional fee. Rates are dependent on the prevailing charges of the courier.
Applicability:	
Prepared by	
Policy Approval Authority:	<u>Rev. Fr. Clarence Victor C. Marquez, O.P.</u>
Related Policies or References	None
Definition:	None