Procedure No:	ACA-PROC-0019
Procedure Title:	Requisition of Academic Records through Email
Related Policy:	ACA-POL-0042 Request for Academic Records through Email
Date of Issuance:	March 2016
Effectivity:	AY 2016-2017 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Vice President for Academic Affairs Office of the Registrar
"Supersedes" Notification:	None
Procedure Description:	This procedure is identify the steps in the application, processing and release of academic records from the Office of the Registrar.
Areas of Responsibility:	Office of the Dean
Procedure Details:	Step 1 – The requisitioner sends an email to onlineappli-acarecords@letran.edu.ph. Step 2 – The email is verified by the designated Program Evaluator. The following details should be present in the email: ○ Full Name used in the Colegio ○ Course taken and year of graduation / if not graduated, years of attendance should be submitted ○ Academic Record/s Requested and corresponding number of copies ○ Scanned of clear photograph of the requisitioner's Valid ID (includes government issued cards such as Digitized SSS / GSIS ID, Passport, Unified Multi-Purpose ID Card, Driver's License, Professional Regulatory Card, Diplomat ID). Step 3 – The Program Evaluator sends a verification email to the requisitioner. Also included in the email is the payment instruction to the Colegio's Banco de Oro Universal Bank. Step 4 – The requisitioner emails a scanned or clear photograph of the deposit slip to the Office of the Registrar, using the same email mentioned in Step 1. Step 5 – The email will be forwarded to the designated employee in the Financial Affairs Division for verification. Step 6 – Once the payment is verified, the Program Evaluator will email the requisitioner for confirmation and the expected date of pick up / delivery of the academic record. Step 7 – The Program Evaluator prepares the requested academic records. Step 8 – The requisitioner personally claims the academic record from the Office of the Registrar. In case a representative was sent, proper identification shall be made as stated in the terms and condition stated in ACA-POL-0042 Request for Academic Records through Email.
Procedure Approval Authority:	Vice President for Academic Affairs
References:	
Definition:	
Help Page:	Office of the Registrar
Prepared by	Planning and Development Office
Approved by	_____ Dr. Cristina Castro – Cabral
Date Approved	

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