

\_\_\_\_\_ Date

The University Registrar  
University of the Philippines Cebu  
Lahug, Cebu City

Dear Sir/Madam:

I, \_\_\_\_\_ wish to apply for graduation with the degree/title of \_\_\_\_\_ major in \_\_\_\_\_ as of the end of the \_\_\_\_\_ Semester/Trimester/Midyear, Academic Year \_\_\_\_\_.

Truly yours,

\_\_\_\_\_  
Signature of Student

Noted by:

\_\_\_\_\_  
Program Adviser

Paid:	Graduation Fee	₱155.00	OR No. _____	Date _____
	Commencement Fee	₱145.00	OR No. _____	Date _____
	Total	₱300.00		
	Fine: (For late application only)	₱ _____		

**I. FOR THE DIPLOMA AND COMMENCEMENT PROGRAM (Please print legibly.)**

Full Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Candidate for Graduation with the degree/title of:

Date of Graduation: \_\_\_\_\_

Previous degree(s)/title(s): \_\_\_\_\_

Institution from where obtained: \_\_\_\_\_

Date obtained: \_\_\_\_\_

*Title of Thesis (for candidates for master's degree only, with thesis)*

**II. FOR THE OFFICE OF THE ALUMNI RELATIONS (Please print legibly.)**

Full Name \_\_\_\_\_

Candidate for the degree/title of \_\_\_\_\_

Date of Graduation \_\_\_\_\_

Previous degree/title earned from UP \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

# APPLICATION FOR GRADUATION

## INSTRUCTIONS TO APPLICANTS:

Have your deficiency(ies)/status checked by your College Secretary's Office.

**Important:** It is your responsibility to submit the required documents [Transcript of Records (TOR), True Copy of Grades (TCG), Honorable Dismissal (HD), Birth Certificate (BC) – as the case may be] to this office and to clear your deficiencies on time. Please take note of the deadlines set in the academic calendar. Thank you.

Name: \_\_\_\_\_ Student No. \_\_\_\_\_

Complete City Address: \_\_\_\_\_

Contact Nos. – Landline: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

Contact Nos. – Landline: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Certificate/Degree/Diploma applied for: \_\_\_\_\_

I expect to finish the certificate/degree/diploma by the end of \_\_\_\_\_.

I am a candidate for honors. (for undergraduate degree students only)

I was always on regular load (at least 15 units per semester).

I was underloaded during the \_\_\_\_\_ semester/trimester, 20\_\_\_\_-20\_\_\_\_ due to

\_\_\_\_\_  
(Please attach supporting document(s), if any.)

I am not a candidate for honors.

## SCHEDULE OF CLASSES THIS SEMESTER/TRIMESTER/MIDYEAR

COURSE CODE	DAYS	TIME	ROOM

\_\_\_\_\_  
Signature of Student

Date Submitted to OUR: \_\_\_\_\_

**Note:**

Attach your Complete Plan of Study when submitting this form to the Office of the University Registrar after paying the graduation fee at the Cash Office. Please observe the deadline. Thank you.