



UNIVERSITY OF RIZAL SYSTEM

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

Province of Rizal

\_\_\_\_\_ Campus

PICTURE  
2 X 2  
white background

OFFICE OF THE REGISTRAR

APPLICATION FOR GRADUATION

PERSONAL INFORMATION:

Name: \_\_\_\_\_ /  
Last Name First Name Middle Name M.I.

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

Contact No. (Cellphone No./Landline No.): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Parents/Guardian: \_\_\_\_\_ Tel. No. / CP No.: \_\_\_\_\_

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

Elementary Completed at: \_\_\_\_\_ SY: \_\_\_\_\_

Secondary Completed at: \_\_\_\_\_ SY: \_\_\_\_\_

**College / Universities Attended (For Transferee Students Only)**

Name of College / University	School Year
_____	_____
_____	_____
_____	_____

**AUTHORIZATION**  
 Will you allow your Personal information to be given to a company or corporation for the purpose of employment or job fairs?  
 \_\_\_\_\_ YES  
 \_\_\_\_\_ NO  
 if **YES** kindly sign in the authorization letter at the back.

Candidate for the Certificate/Diploma/Degree of/ MAT/ Ma. Ed/ Ph. D./ Ed.D : \_\_\_\_\_

Major: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

First Sem CAR SY. \_\_\_\_\_  Second Sem Grad.SY. \_\_\_\_\_  Summer Grad.SY. \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the above - named student has paid his/her :

Graduation Fee: O.R. No. \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Cashier

We certify that \_\_\_\_\_ is qualified  
(complete name)

to apply for graduation in \_\_\_\_\_  
(course)

\_\_\_\_\_  
Adviser

**Verified:**  
\_\_\_\_\_  
Dean

If you have undergone on-the-job training/practicum, please fill up the following:

Name and Address of Company/Agency: \_\_\_\_\_

Period of Training: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

**RECORDS**

APPROVED \_\_\_\_\_

CHECKED by: \_\_\_\_\_

Registrar

\_\_\_\_\_  
(Date)

**REGISTRAR'S OFFICE**  
University of Rizal System  
\_\_\_\_\_, Rizal

Dear Sir/Madam:

The undersigned is authorizing University of Rizal System - \_\_\_\_\_ Campus Registrar's Office to give out my pertinent information as requested by prospective employers for the purpose of my future employment.

Your assistance will be highly appreciated.

Thank you.

Very truly yours,

\_\_\_\_\_  
(Signature over Printed Name)

---

---

**College Level:**

Requirements to be Submitted:

- Application for Graduation
- Original Form 137
- Original TOR (for Transferees)
- Copy of Birth Certificate from NSO and Marriage Certificate (if married)
- Hard Bound Copy of Thesis
- Accomplished Clearance

**Graduate School:**

Requirements to be Submitted:

- Application for Graduation with Official Receipt of Payment
- Filled up prospectus with computation of QPA
- Photocopy of Comprehensive Examination Result
- Photocopy of Report of Rating Seminar on Thesis / Dissertation Writing  
and Thesis / Dissertation Writing
- NSO Birth Certificate and Marriage Certificate (if married)
- Original Transcript of Records with Special Order or Board Resolution No. (with acceptable remarks)
- Hardbound Copy of Thesis/Dissertation
- Copy of Acknowledgement of Distribution of Hardbound
- Accomplished Clearance