

How to Request Academic Documents

Go to Building 1

(You will need to visit two offices: the Office of the Registrar and the Division of Finance).



Visit the Office of the Registrar



Locate the automatic kiosk on your right-hand side



Enter your Student ID and press Enter



Verify your personal information, then proceed



Select the document you need:

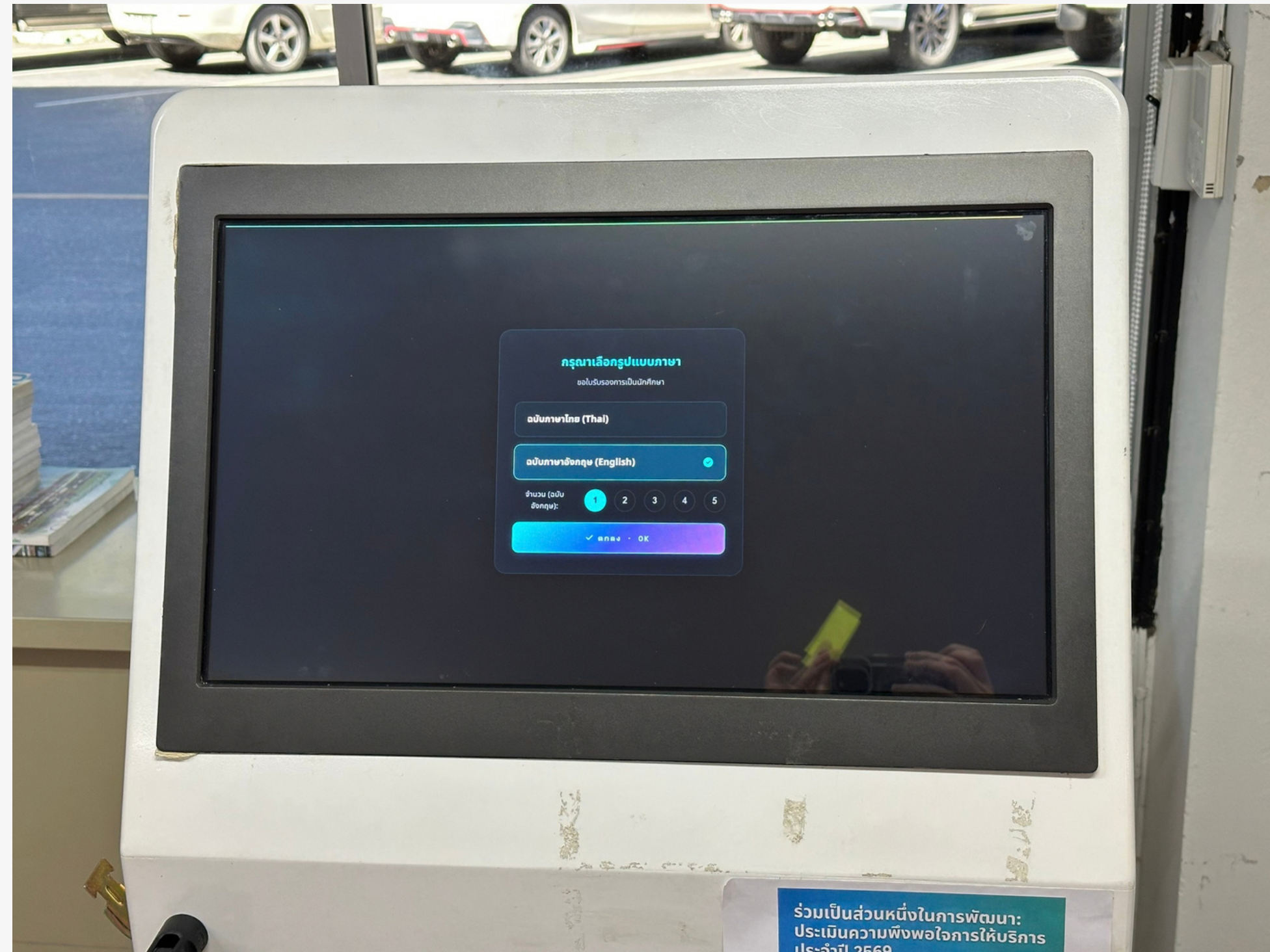
- Transcript
- Student Certificate (e.g., for opening a bank account)
- Grade Report (e.g., for visa extension — 2nd-year students and above)
- Status Check
- Fee Deferment Request



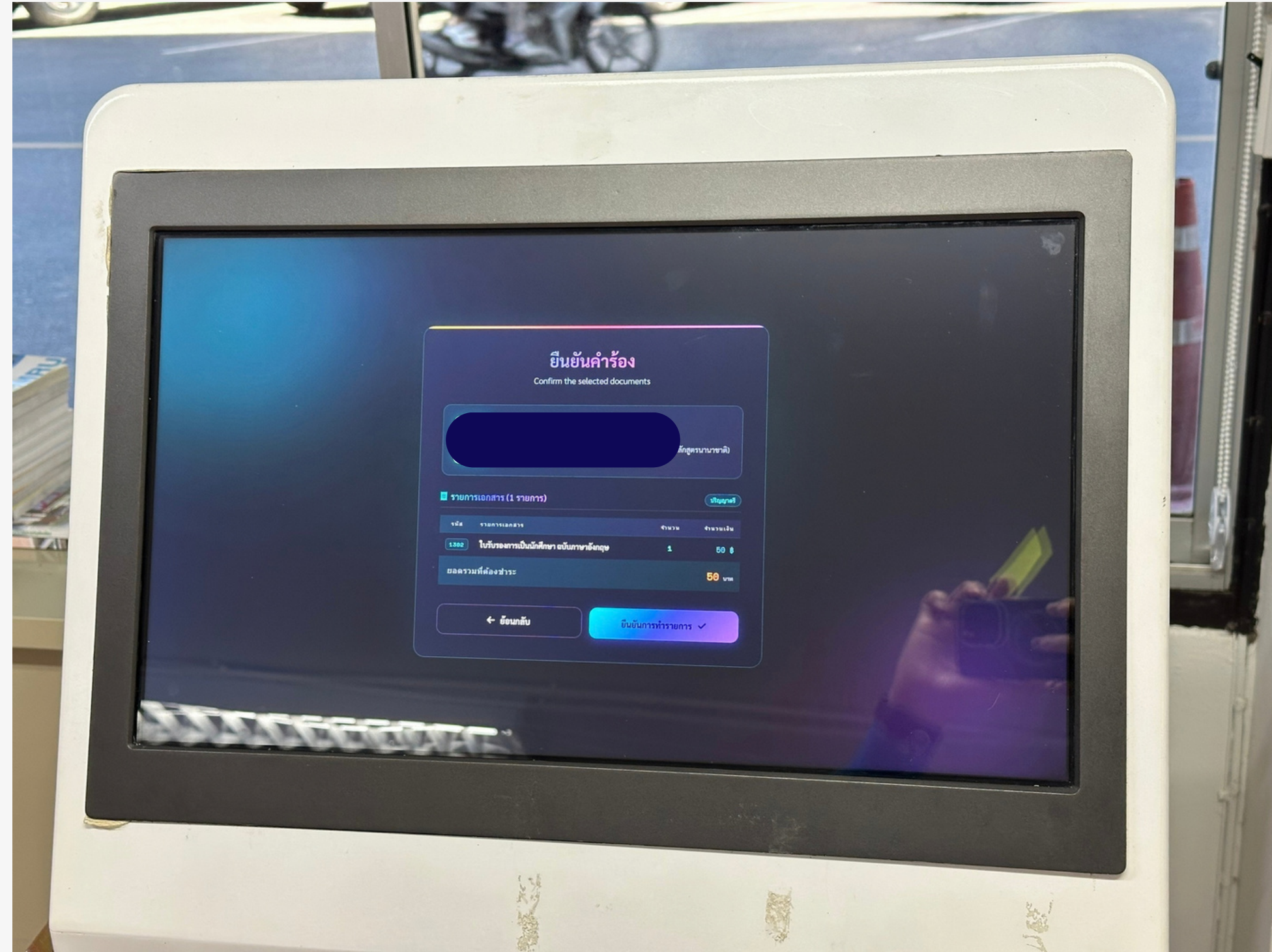
Select your preferred language



Choose the number of copies required



Confirm your payment selection



Go to the Division of Finance and provide your Student ID at the counter to pay the fee



Return to the Office of the Registrar and present your receipt/payment slip to collect your document

