



Republic of the Philippines
MARIANO MARCOS STATE UNIVERSITY
City of Batac 2906, Ilocos Norte, Philippines
OFFICE OF THE UNIVERSITY REGISTRAR



APPLICATION FOR CLEARANCE

Date : _____
Contact No. : _____
Address : _____

- Grading Student
Non-Grading Student

The Registrar

Mariano Marcos State University
City of Batac, Ilocos Norte

Sir/Madam:

In connection with my graduation/transfer, I have the honor to apply for a clearance to enable me to secure the following:

- Transcript of Records
Diploma/Certificate
Others (Specify)
Honorable Dismissal
Certification of

*For non-graduating students only: Any INC/CONDITIONED grades incurred by me which has/have not been completed after the issuance of my Honorable Dismissal automatically becomes "5.0" even the reglamentary period of one year for the completion/removal of the same has not elapsed.

My latest enrolment in the University was () First () Second Semester () Summer, SY 20__ - 20__.

Very truly yours,

(SIGNATURE OVER PRINTED NAME)

C L E A R A N C E

This is to certify that _____, Student No. _____ is cleared of her/his accountabilities/responsibilities.

(COURSE/YEAR)

- College Evaluator, Class Adviser, Department Chairman, College Guidance Counselor, Director, Student Affairs, College Librarian, University Librarian, Dean

ASSESSMENT

PAYMENT

Tuition fee, Dormitory, Auxiliary, Others

Paid Under O.R. #, Dated

Graduation Related Fees: Diploma, Transcript of Records, Graduation fee, Alumni fee

Paid Under O.R. #, Dated

- Chief, Accounting Office, University Cashier, Chief, Alumni Relations Office, University Registrar

Note: 1. Accomplish clearance in duplicate.
2. Please attach the College Clearance, Official Receipt/s and documentary stamp
3. With Parent's Consent (for Non-Graduating Students Only)

Parent's Consent: (SIGNATURE OVER PRINTED NAME)

Date Received: H.D. #: Dated: