



**ASIA PACIFIC COLLEGE
OFFICE OF THE REGISTRAR**

REQUEST FOR STUDENT RECORDS

INSTRUCTION : Accomplish this form, specifically those marked with (*) : required fields. Write N/A if not applicable.

PERSONAL INFORMATION

Last Name*			
First Name*			
Middle Name*	Gender*	Male	Female
Birth Date *	Place of Birth*		
Current Address*			
Contact Number*	Alternate E-mail		

ACADEMIC INFORMATION

Student Number	Program/Grade-Strand*
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DOCUMENT TYPE (Write the document code that you want to request. Refer to page 2 on list of documents code)

Document Code	No. of copies	Document Code	No. of copies	Document Code	No. of copies	Document Code	No. of copies

___ Others (Pls. Specify, including no. of copies) :

Please indicate the purpose of request: _____

CLAIMING OPTIONS AND INSTRUCTIONS (Check your preferred claiming option)

- ___ **Pick-up by the owner** - Present Alumni ID/any Valid ID with the printed e-form.
- ___ **E-Copy only** - A scanned document and converted to a PDF that will be sent via email.
- ___ **Proxy** - Present an authorization letter and 1 valid ID with the printed e-form.
- ___ **Courier** - The document/s will be sent via courier to the address provided. (Delivery schedule is dependent on courier service. A tracking number will be issued once document has been handed over to the courier facility. Courier cost will be to the account and shall be paid by the requesting party upon request.)

Recipient: _____ **Contact No.:** _____

Delivery Address: _____

POLICIES AND PROCEDURES

1. Filing Instructions:
 - a. Accomplish this form and submit along with copy of valid ID (APC or government-issued ID) to the Office of the Registrar (or send to e-mail : registrar@apc.edu.ph).
 - ID is required to verify the identity of the requesting/claiming party, a valid Identification Cards shall be required.
 - b. Office staff will review the completeness of the form, verify requests, and assess for the necessary payment of applicable fees. Refer to page 2 for payment options.
 - c. Submit proof of payment to the Office of the Registrar (or send to e-mail : registrar@apc.edu.ph and studentreceivables@apc.edu.ph) for payment validation.
 - Payment first policy prior to the processing and release of the documents.
 - cancellation, substitution, or refund of payment for the shall be made for any invalid or withdrawn document request.
 - d. Office staff will acknowledge the completeness of the request and issue the release date.
 - Processing time varies and depends upon the availability of document and signatories.
2. Unauthorized request is punishable by law.
3. APC reserves the right to withhold, deny or cancel any request for document due to pending accountabilities.
4. Documents not claimed after sixty (60) days will be destroyed.

APC collects and maintains personal data as part of its records management process in accordance with Republic Act 10173, or the Data Privacy Act (DPA) of 2012. Likewise, APC adheres to the general principles of transparency, legitimate purpose, and proportionality in the processing of personal data and information (Rule IV. Sec. 18, IRR, DPA of 2012).

By signing below, I agree that I have read and understood the policies and procedures stated on this Document Request Form and the Privacy Policy of Asia Pacific College

_____/_____
Signature over printed name / Date

PAYMENT OPTIONS

Payments can be made thru the following:

- A. APC Credit Card Online Payment
 - For parents alumni, or transferred-out students, access: <https://online.apc.edu.ph>
 - i. Click on **Online Payment**
 - For continuing students, access: <https://rams.apc.edu.ph>
 - i. Click on **General Payment**
- B. Over-the-counter Deposit/Online Bank Transfer
 - Account Name : ASIA PACIFIC TECHNOLOGY EDUCATIONAL FOUNDATION, INC.
 - Banks Account Numbers: (Reference No. : Student ID Number)
 - i. BDO : 00202-00373-82
 - ii. BPI : 0081-0504-14
 - iii. China Bank : 302-029571-1
- C. SM Bills Payment Centers
 - Biller Name : ASIA PACIFIC COLLEGE
 - Name : (Student Name)
 - Number : (Student ID Number)

DOCUMENT CODES:**A. SENIOR HIGH SCHOOL:**

DOCUMENT TYPE	DOCUMENT CODE
School Form 10/ Form 137	SF10/F137
Report Card	F138
Diploma(duplicate)	DIP
Cert. of Graduation	CGRAD
Cert. of Candidate for Graduation	COCG
Cert. of Good Moral Character	CGMC
Cert. of Enrollment	COE
Cert. of Honors/Awardees	COH
Cert of English as Medium of Instruction	CEM
Cert. of Ranking	CRK
Certification Authentication Verification	CAV
College Application Form	CAF
Recommendation Form	RF
CTC of Documents	CTC

B. COLLEGE and PROFESSIONAL SCHOOL:

DOCUMENT TYPE	DOCUMENT CODE
Transcript of Records	TOR
Copy of Grades	COG
Cumulative Grade Point Average	CGPA
Grade Point Average	GPA
Diploma (duplicate)	DIP
Cert. of Graduation	CGRAD
Cert. of Good Moral Character	CGMC
Cert. of Enrollment	COE
Cert. of Honors/Awardees	COH
Cert of English as Medium of Instruction	CEM
Cert. of Units Earned	CUE
Others	N/A
Course Description	CDes
Course Syllabus / Prospectus	CS
Flow Chart	FC
Student Evaluation Form	SEF
Certification Authentication Verification	CAV
International Education Application	WES
CTC of Documents	CTC
SSS Scholarship Form	SSS SF
Others	OTHER