

St. Scholastica's College
MANILA

INFORMATION SHEET FOR COLLEGE TRANSFEREES

NAME _____ Date of Application _____
 Applying for ____1st ____2nd semester, SY _____ Course applied for _____ Major _____
 School/s last attended: _____ Address of school/s _____ Date of last attendance _____ No. of semesters attended _____

Reason for transfer _____

If **married**, name of spouse _____ Occupation _____
 Tel. No. _____ Business address _____

If **alien**: Nationality _____ Status: Permanent resident ____ Tourist ____ Others _____
 Student Visa # _____ Date of Issuance _____ Place _____ Expiry Date _____
 ACR # _____ Date of Issuance _____ Place _____ Expiry Date _____
 Passport # _____ Date of Issuance _____ Place _____ Expiry Date _____

FOR THE ADMISSIONS OFFICE

REQUIREMENTS:

Transfer credential (Honorable Dismissal) _____
 Transcript of Records _____
 Birth Certificate (Issued by NSO/photocopy) _____
 Recommendation letters (2) _____
 If alien: ACR _____
 Study Permit _____
 Student Visa _____
 If married: Marriage contract _____

FOR THE REGISTRAR'S OFFICE

CREDENTIALS SUBMITTED (Requirements for Graduation or for Honorable Dismissal):

Birth Certificate (issued by NSO / photocopy) _____
 Form 137 _____
 Transfer Credential (Honorable Dismissal) _____

GRANTED TRANSFER CREDENTIAL effective _____(date)

Copy of Form 137 sent to:

Name of School

Address

Date

Noted by: _____
 Registrar's Signature