



REQUEST FOR SCHOOL DOCUMENTS

Higher Education Unit (HEU)

Data Privacy Clause: By completing this form, I hereby agree that Miriam College may collect, use, disclose, and process my personal data for the purpose of processing this request for the release of transcript of records, diploma, or certificate. Requests for inspection, amendment, or restriction of records must be in writing and addressed to the Registrar and Admissions Office and must specify the reason(s) for the request. MC reserves the right to respond appropriately according to law.

Date of Request: _____	
STUDENT DETAILS	REQUESTOR DETAILS (if applicable)
Name: _____	Name: _____
_____ (Last Name) (First Name) (Middle Name) As appears in the Birth Certificate and/or records in Miriam College	Contact Number: _____
Student Number: _____	Active Email: _____
Year Level and Program: _____	Relation to Student: _____
Active Email: _____	

Please check the applicable box/es:

Document	Amount per Copy (UG)	Amount per Copy (GP)	No. of Copies	Total Amount Due
Transcript of Records (TOR) ☐ Regular ☐ for Licensure Examination (1"x1" ID picture is required)	692	855		
Second Copy of Diploma (Notarized Affidavit of Loss or Damage is required)	806	877		
Certificate of Transfer Credentials/Honorable Dismissal (Issued only once and is only valid for one school)	874	810		
Certificate of Graduation ☐ Regular ☐ with CQPA/GWA for Alumna ☐ for Latin Honors	110	183		
Certificate of English as Medium of Instruction	110	183		
Certificate of Enrollment ☐ Regular ☐ with CQPA/GWA for current students	110	183		
Certificate of Candidate for Graduation	110	183		
Certificate of Batch Ranking (for graduates of Bachelor's Degree Program only)	110	-		
Certificate of Copy of Grades _____ Semester, SY _____	110	183		
Certificate of Academic Units Completed (for Graduate Program only)	-	183		
Certificate of Conversion of Grades	110	183		
Certified True Copy of School Records (Clear photocopy or scanned copy in PDF format only of the school record is required. Photos converted to PDF format will not be accepted.) ☐ Transcript of Records ☐ F137 / Official Transcript of Records (OTR) ☐ F138 / Report Card ☐ Diploma	110	183		
Certified True Copy Of Course Description (P128.00 for the first 5 pages/additional P10.00 per succeeding page)	128	-		
Diploma Jacket (depending on the production schedule of our third-party supplier)	148	148		
WES Certification (includes one (1) regular TOR)	1,350	1,350		
Others: _____				

F-RAO-019
Rev.08 (2026-03-06)

-----CLAIM STUB-----

To be accomplished by the Registrar and Admissions Office:

Date of Request: _____	Amount Paid: _____
Date of Claiming: _____	Sales Invoice No.: _____
Name of Student: _____	_____
Requested Documents: _____	



Purpose of Request:

- ☐ Personal Copy
- ☐ Evaluation
- ☐ Transfer
- ☐ Graduate Studies
- ☐ Licensure Examination
- ☐ Employment
- ☐ Visa/Immigration
- ☐ Others: _____

For Transfer Credentials/Honorable Dismissal Request, kindly indicate the reason(s). You may select more than one:

- ☐ Relocation
- ☐ Medical
- ☐ Financial
- ☐ Student Services
- ☐ Student Support
- ☐ Facilities
- ☐ Change to a program not offered by Miriam College
- ☐ Others: _____

CLEARANCE (To be facilitated by the Registrar's Staff, if applicable)		
Signature over Printed Name		Date
STUDENT ACCOUNTS / ACCOUNTING OFFICE	LIBRARY MEDIA CENTER	OFFICE OF STUDENT AFFAIRS for Undergraduate Program students only
REMARKS:	REMARKS:	REMARKS:
CLEARED BY:	CLEARED BY:	CLEARED BY:
Signature over Printed Name and Date	Signature over Printed Name and Date	Signature over Printed Name and Date

ASSESSMENT AND PAYMENT (To be accomplished by the Registrar and Admissions Office)	
Total Amount Due: _____	Sales Invoice No.: _____
Assessed by: _____ Signature over Printed Name	Date Issued: _____
Date of Release: _____	Issued by: _____

CLAIMED BY:		
Signature over Printed Name	Relationship to Student	Date
To be accomplished by the Registrar and Admissions Office:		
Released by: _____ Signature over Printed Name	Date Released: _____	