

APPLICATION FOR TRANSFER CREDENTIALS

GUIDELINES

- (1) THIS FORM IS USED BY STUDENTS INTENDING TO TRANSFER FROM MALAYAN COLLEGES LAGUNA TO ANOTHER COLLEGE OR UNIVERSITY.
- (2) IT IS ALSO UNDERSTOOD THAT WHEN THE TRANSFER CREDENTIALS HAS BEEN ISSUED BY THE OFFICE OF THE COLLEGE REGISTRAR, STUDENT CAN NOT CONTINUE HIS STUDY IN MALAYAN COLLEGES LAGUNA.
- (3) STUDENT FILLS OUT THE FORM, USE ONEMCL ACCOUNT AND SEND THE ACCOMPLISHED FORM TO registrar@mcl.edu.ph
- (4) RO STAFF PROCESS CLEARANCE FROM THE OFFICES LISTED AND NOTIFIES STUDENT ONCE DONE
- (5) STUDENT CHECKS ONEMCL FOR THE BILLING
- (6) CHARGES MAY BE SETTLED THROUGH THE OFF-SITE PAYMENT CHANNELS
- (7) STUDENT SENDS PROOF OF PAYMENT THROUGH REGISTRAR'S EMAIL
- (8) RO RELEASES THE PHYSICAL / DIGITAL COPY OF DOCUMENTS TO THE REQUESTER

GENERAL INFORMATION

NAME STUDENT NO.

SURNAME GIVEN NAME MIDDLE NAME

PROGRAM NATIONALITY GENDER MALE FEMALE

ADDRESS

CONTACT NO. BIRTHDATE / /

MO DAY YEAR

I hereby apply for transfer credentials from MALAYAN COLLEGES LAGUNA in connection with my transfer to another college or university with the understanding that once this document is issued, I can no longer continue my study in MCL.

STUDENT'S SIGNATURE

DATE

REASON FOR TRANSFER

STUDENT STATUS

ACTIVE INACTIVE

SY / Term started _____

SY / Term stopped / graduated _____

AUTHORIZATION

I hereby authorize _____
transact business on my behalf due to my unavailability.

STUDENT'S SIGNATURE

DATE

CLEARANCES

_____ DATE _____

CENTER FOR LEARNING & INFO. RESOURCES

_____ DATE _____

CENTER FOR GUIDANCE AND COUNSELING

_____ DATE _____

OFFICE FOR STUDENT SERVICES

_____ DATE _____

OFFICE OF THE TREASURER

RELEASE OF CREDENTIALS

RECEIVED BY _____
SIGNATURE OVER PRINTED NAME / DATE

MCL TRANSCRIPT OF RECORDS ISSUED TO

PROCESSED BY / DATE _____