

De La Salle University Ramon V. del Rosario College of Business Management and Organization Department

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ACM F-037

CHECKLIST for STUDENT EXCELLENCE AWARD

DATE SUBMITTED NAME OF APPLICANT ID NUMBER DEGREE CELPHONE NUMBER E-MAIL ADDRESS

Application letter addressed to the Department Chair with ID number below your signature
Resume with 2 x 2 ID picture. Resume includes permanent and temporary contact details
CGPA certification from the Office of the University Registrar within one week from end of preceding trimester
Unofficial transcript of records with highlight marks on all MOD subjects
Certification from the Discipline Office indicating the absence of disciplinary cases
Evidence of student leadership accomplishments
Evidence of socio-civic accomplishments
Evidence of other academic/non-academic accomplishments within and outside DLSU
Documents fastened on the top using a plain short folder and plastic fasteners. Your your surname and first name should be written in capital letters on the tab using black pentel pen.

THIS CHECKLIST THAT THE STUDENT ACCOMPLISHES SHOULD BE THE FIRST PAGE INSIDE THE FOLDER The documents should be arranged according to the order in the checklist. There should be one original set and two copies of the application package