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

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**