

**REQUEST FORM**

\_\_\_\_\_ Date

To : THE DIVISION CHIEF  
Science and Technology Scholarship Division  
Science Education Institute

Re : REQUEST FOR SCHOLARSHIP CLEARANCE

This is to request for the issuance of clearance:

<i>Please check the needed documents</i>		<i>Requirements</i>
<b>For NBI – Clearance for local employment</b>		<input type="checkbox"/> Transcript of Records or True Copy of Grades or diploma for scholar-graduate; or <input type="checkbox"/> Registration form for OJT/SIT certification from school for on-going scholar <b>Note:</b> On-going scholar – for OJT/SIT purpose only
<b>For NBI – Clearance for application for passport</b>		<input type="checkbox"/> Guaranty letter or <input type="checkbox"/> Deed of Undertaking* or <input type="checkbox"/> Official Receipt of cash bond posted or <input type="checkbox"/> Original copy of GSIS Surety Bond * Photocopy of I.D. and ITR or Certificate of Employment of co-maker
<b>For DFA – Passport</b>		
<b>For BI – Travel Order</b>		
<b>Final clearance</b>		<input type="checkbox"/> Certificate/s of Employment/Service Record or <input type="checkbox"/> Official Receipt of refund of scholarship benefits received
<b>Computation of scholarship benefits received</b>		<input type="checkbox"/> Transcript of Records or True Copy of Grades and/or <input type="checkbox"/> Certificate of Employment
<b>Others (Please specify.):</b>		

Purpose \_\_\_\_\_

\_\_\_\_\_

Requested by:

Name of Scholar/Signature \_\_\_\_\_ Sex \_\_\_\_\_

Contact Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

DOST Scholarship Category	DOST Scholarship Program	Year of Award	Course	School
Undergraduate				
MS				
Ph.D				

**(To be filled out by SEI Staff)**

Category	Status	Effective on	Verified by	Date
Undergraduate		( ) 1 <sup>st</sup> ( ) 2 <sup>nd</sup> ( ) 3 <sup>rd</sup> ( ) 4 <sup>th</sup> Sem, AY _____		
( ) MS ( ) Ph.D		( ) 1 <sup>st</sup> ( ) 2 <sup>nd</sup> ( ) 3 <sup>rd</sup> ( ) 4 <sup>th</sup> Sem, AY _____		

Request processed by \_\_\_\_\_ Date \_\_\_\_\_

Mode of release Picked-up/mailed/faxed \_\_\_\_\_ Date \_\_\_\_\_