



Student Discipline  
Formation  
Office

## REQUEST FOR SDFO DOCUMENT

### TYPE OF REQUEST

- REGULAR  
 EXPRESS

**(Please PRINT entries)**

Date Requested	Time Requested	Due Date
Last Name	First Name	Middle Name
Student ID No.	Degree Program	Gender
Did you graduate from DLSU? <input type="checkbox"/> Yes, I graduated on _____ Date <input type="checkbox"/> No, my last enrollment was on: Term ____, AY _____ - _____		Do you have any discipline infraction? <input type="checkbox"/> YES, _____ <input type="checkbox"/> NO
Contact Information	Address	Email Address
Purpose for Request <input type="checkbox"/> EVALUATION <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> BOARD EXAMINATION <input type="checkbox"/> BAR EXAMINATION		No. of Copies

**CONDITIONS AND REMINDERS:**

1. Under the SDFO policies, only the owner of the records is allowed to request for document in connection with his/her discipline record and claim the requested document/s. Hence, authorization letter with a photocopy of two (2) valid IDs of the representative/proxy and one (1) valid ID of the owner is required.
2. The University, through the SDFO, reserves the right to withhold, deny or cancel any request document due to pending requirements or accountabilities.
3. Only students with clean discipline record are entitled to a CGMC while Certificate of Discipline Clearance is issued to students with discipline offense/violation. Students with minor discipline offense that did not ripen to a major offense shall, upon their graduation, also be entitled to a CGMC.
4. To verify the identity of the requesting/claiming party, two (2) valid Identification Cards shall be required for presentation upon request **AND** one (1) ID upon claiming of the documents.
5. Requesting party with unpaid and unclaimed document is required to pay the amount of unclaimed document as well as the fee for the new request prior to the processing of the document.
6. Please **return this form** to the Enrollment Services Hub after accomplishing it or payment at the Accounting Office. Without this form, the request cannot be processed.
7. Paid documents not claimed after **sixty (60) days** will be destroyed/disposed of.

### ESH USE ONLY

CLEARANCE	RECEIVED BY	ID VERIFIED BY	ASSESSED BY
<b>CREDIT TO</b>			
RO-TOR(600-780-524)			
CGMC (600-793)			
CGMC-STC (600546755)			
<b>TOTAL</b>			
<b><u>SDFO USE ONLY</u></b>			
RECEIVED BY	VERIFIED BY	PREPARED BY	CONTROL NO.

Remarks:

I have read and understood all the conditions and reminders in connection with this request and agree to comply with them.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date