



# REQUEST FOR CHANGE OF INFORMATION

DTS NUMBER

**PLEASE PRINT**

STUDENT ID NUMBER		DEGREE PROGRAM	
SECTION A: CURRENT RECORDS		SECTION B: CHANGE REQUESTED	
	LAST NAME		
	FIRST NAME(S)		
	MIDDLE NAME		
	CIVIL STATUS		
	CITIZENSHIP		
	ADDRESS		
	ZIP CODE		
	TELEPHONE NUMBER		
	MOBILE NUMBER		
	EMAIL ADDRESS		

### PROCEDURES

- (1) Accomplish two (2) copies of this form—Request for Change of Information (Form No. RE-10-201508).
- (2) Submit this form together with the required documentary support (please see below for list for specific cases) to the Enrollment Services Hub. Additional documents may be requested subsequently.
- (3) Secure the duplicate copy. To be valid, the copy must bear the stamp of the Office of the University Registrar, date when the request was filed and the signature of the staff.

### LIST OF DOCUMENTARY REQUIREMENTS

#### Change of Name

1. Affidavit of Change of Name;
2. NSO copy of Marriage Contract (if change is due to marriage) or CTC of Court Order (if change is due to other reasons, such as adoption)
3. An Annotated copy of the Birth Certificate in NSO paper

#### Correction of Name

1. Affidavit of Change of Name (executed by student if of legal age or by parent on-record at DLSU);
2. Joint Affidavit of two (2) disinterested parties;
3. CTC of the Birth Certificate or Alien Certificate of Registration

#### Change of Citizenship

1. Affidavit of Change of Citizenship;
2. CTC of Passport (original to be presented for authentication)
3. Clearance from the International Center

#### Change of Civil Status

1. CTC of Marriage Contract (if change is due to marriage)
2. CTC of Death Certificate (if change is due to death of spouse)
3. CTC of Court Order (if change is due to annulment, legal separation)

#### Change of Address/Tel. No./Mobile No.

1. Proof of Billing (of parent for undergraduate students);
2. Affidavit of Change of Address (for undergraduate students, executed by parent/guardian on-record at DLSU)

*An Affidavit must be duly notarized. An Affidavit executed and/or notarized outside the Philippines must be authenticated by the Philippine embassy/consulate in the country where the affidavit was executed.*

*A CTC refers to Certified True Copy (of the original).  
NSO refers to the National Statistics Office*

STUDENT	PARENT / GUARDIAN (for undergraduate students)	OFFICE OF THE UNIVERSITY REGISTRAR
_____ SIGNATURE OVER PRINTED NAME	_____ SIGNATURE OVER PRINTED NAME (Attach photocopy of ID with Signature)	