

### **<sup>1</sup>Issuance of Transfer Credentials (Online Request)**

The “Transfer Credentials” (formerly referred to as “Honorable Dismissal”) is a document certifying that a student has no pending accountabilities with a school and is eligible for transfer to another educational institution, or for admission into another degree program in the same educational institution.

As such, the Transfer Credentials is a permanent termination of studies at De La Salle University-Manila or in a degree program at DLSU.

### **Policies**

Section 71 of the Manual of Regulations for Private Schools (8th Edition, 1992) provides the following in connection with the transfer of students and transfer credentials:

- A student enrolled in one school is entitled to transfer to another school, provided he has no unsettled obligations with the school he was enrolled in.
- Every student who applied for and is eligible to transfer should be provided by the school he is enrolled in with appropriate transfer credentials which will entitle him to admission in another school of his choice, subject to the latter’s policies and regulations on the admission of transfer students.
- A transfer credential signed by the school registrar shall be issued **not later than two weeks** after the filing of the application for transfer, provided that, in the case of a student who is a transferee from another school, his records from his previous school have been received, are complete, and in order.

### **University Policy on Transfer Credentials**

As an internal policy, processing of transfer credential (TC) form is required for a DLSU student who recently graduated and seeks admission to a new degree program in DLSU. Such document shall form part of the documentary requirements for admission and official student records of the student to be admitted to a new degree program in the University.

<b>Clearance Table</b>  <i>* Students who have not yet completed the program need to secure the clearances from the different offices</i>  <i>*Graduated students need NOT secure</i>	<b>Offices</b>	<b>Undergraduate Student</b>	<b>Graduate Student</b>
	Office of the Admissions and Scholarships	*	n/a
	PE Department	*	n/a
	Student Affairs	*	n/a
	Computer Laboratory	*	n/a

<sup>1</sup> document

<i>clearances from the different offices.</i>	Science Laboratory	*	n/a
	Engineering Laboratory	*	n/a
	ROTC / COSCA	*	n/a
	Libraries	*	*
	Student Discipline Formation Office	*	*
	Accounting Office	*	*
	Department	*	*
	Office of the Dean	*	*
	Parent/Guardian (if student is below 18 years old)	*	*
<b>Procedures: Application for Transfer Credentials</b>	<ol style="list-style-type: none"> <li>1. Student to send an email request for Transfer Credentials to Enrollment Services Hub (ESH) (<a href="mailto:hub@dlsu.edu.ph">hub@dlsu.edu.ph</a>) with attached scanned copy of the DLSU student ID and 1 government issued ID (eg. Passport). Email Subject: Request for Transfer Credentials.</li> <li>2. Request shall be verified based on existing records and clearances shall be checked.</li> <li>3. Once cleared, ESH will send the Application for Transfer Credentials form for the student to accomplish.</li> <li>4. Student to email back the scanned copy of the accomplished Transfer Credentials Form to ESH (as attachment to the Request for Transfer Credentials email thread) and to <b>send the original hard copy of the Transfer Credentials Form via courier</b> (preferably with Tracking number for monitoring) to ESH. Please see address below:</li> </ol> <p style="text-align: center;"><b>De La Salle University</b>  c/o The Enrollment Services Hub  2F, Henry Sy Sr. Bldg.  2401 Taft Ave., Manila</p>		

\* Please note that the Request for Transfer Credentials will not be processed without the original accomplished Transfer Credentials form.

5. ESH will send an acknowledgement once the accomplished original hardcopy of the Transfer Credentials form is received. A Document Tracking Number will be provided by the ESH to monitor the status of your request. Student's clearance will be checked and once cleared of accountabilities, the request will be processed and ESH will send instructions for payment through the Online Request for Documents.
  - Processing of Transfer Credentials shall be **14** working days for both graduated students and those who have NOT completed the program.
6. The requested Transfer Credentials will be released to the student via courier. An email will be sent by the ESH containing the tracking number.
7. Student will be requested to email to [hub@dlsu.edu.ph](mailto:hub@dlsu.edu.ph) a photo of the Transfer Credentials as proof of delivery and receipt

*\*As of Term 2, AY2020-2021*