



菲律賓中正學院  
Chiang Kai Shek College

REQUEST FOR DOCUMENTS 申請文件

Date Requested: 申請日期:	Release Date: 領證日期:	O.R. No.: 收據號碼:	Total Amount: 總額:
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Student Information 學生資料

☐

Graduated 已畢業

☐

Non-graduate 未畢業

Name: 英文姓名: Surname (姓) First Name (名) Middle Name (母姓)	Student ID # 學生號碼:
Last year of attendance/Year of graduation: 肄業年/畢業年:	Course/ Year
Date of Birth: 出生日期: mm(月)dd(日)yy(年)	Contact No.: 聯絡電話

Purpose 申請文件原因

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Post Graduate Application 申請學

☐

Others, pls. specify 其他, 請詳註事項

☐

Employment Application 應徵工作

Transaction Type 辦理類型:

☐

Regular (普通)

☐

EXPRESS (fee x 2) 特快 (費用雙倍)  
(1-2 day processing)

☐

Certified True Copy

核證副本

₱100

☐

Transcript of Records

學籍表

₱500

☐

Honorable Dismissal

轉移憑證

₱200

☐

Diploma

文憑

₱500

☐

Certification

證明書

₱100

☐

Authentication of Documents (CAV)

認證

₱2000



CLAIM STUB 領證存根

Transaction type 文件類型:			
Name: 英文姓名: Surname (姓) First Name (名) Middle Name (母姓)			Student ID #: 學生號:
Date of Birth: 出生日期: mm(月)dd(日)yy(年)		Release Date: 領證日期:	
Date Issued: 發日期:		Issued By: 負責人:	

**Note: The Claim Stub and Official Receipt must be presented before requested document/s can be released.**

1274 Padre Algue St., Tondo, Manila 1012

1477 Narra St., Tondo, Manila 1012

Brgy. Puting Kahoy, Silang, Cavite 4118

Tel: (632) 7777-2572 local 2702, 3101, 3107; [registrar@cksc.edu.ph](mailto:registrar@cksc.edu.ph)

F-21620-207

Rev. 0 (12/01/2023)

## **CONDITIONS and REMINDERS** 備註

1. Under the existing law, request and claim of school document/s may only be made by the owner of academic record/s (or his/her parents/guardians, if the owner is a minor)  
依照法律規定, 申請學生任何證件須由家長或監護人親自到校辦理。
2. The College reserves the right to withhold, deny, or cancel any request for document due to pending account balances or other accountabilities.  
手續未完整者(包括學費)學校有權不發任何證件。
3. Request and claim of document/s by a representative require an authorization letter from the owner, together with photocopies of the representative's and the owner's valid IDs.  
如請他人代領任何文件, 受委托人須帶上他本人及當事人識別證的副本。
4. After payment at the Cashier's Office, present the proof of payment (Official Receipt) and submit this form to the Issuing Office to process the requests.  
到出納處付款後, 需把收據連同申請表格交註冊處。
5. Document/s not claimed within 90 days shall be destroyed.  
為期九十日尚未被領取任何文件, 一律作廢。

## **REMINDERS** 備註

1. If requested document/s will be claimed by a representative, the following must be presented:  
如委託他人代領證件, 受權人應出示;
  - ☐ an authorization letter from the owner of the document  
委託書
  - ☐ photocopy of one (1) valid ID of representative (original ID must be presented for verification)  
受委托人身份證副本(但須出示正本證實)
  - ☐ photocopy of one (1) valid ID of the owner of the document  
當事人身份識別卡(影印一張)
2. Documents not claimed within 90 days will be destroyed.  
九十日內未被領取任何文件, 將一律作廢。