



## OFFICE PROTOCOLS

1. For safety reasons, we discourage in-person/face-to-face transactions, except for releases and authentication of documents.
2. Transactions may be done through the following:

Request of Student Records	
TOR, Transfer Credentials, Certifications & Report of Ratings	<a href="https://forms.gle/wGZJRmULaz9fdpT99">https://forms.gle/wGZJRmULaz9fdpT99</a>
Authentication	In-person/Walk-in
Graduation Application (ONLINE)	
Undergraduate Programs	<a href="https://forms.gle/1UhCgAfF6cB98v7R7">https://forms.gle/1UhCgAfF6cB98v7R7</a>
Graduate Programs	Contact the Graduate School Office
Enrolment (only for Submission of Entrance Credentials)	
Submission of Scanned Copies, thru email	<a href="mailto:lnuregistrar@lnu.edu.ph">lnuregistrar@lnu.edu.ph</a>
Submission of Original Copies, send to:	Registrar's Office, Leyte Normal University Tacloban City, Leyte 6500
Release of Documents	
As scheduled by the Clerk (please bring OR, Valid ID, and Authorization, if representative)	Notifications may be sent thru email or may visit the university to claim in person after 7 working days
Queries and Verifications	
Telephone	(053) 888 – 0855 Loc. 620
Email	<a href="mailto:registrar@lnu.edu.ph">registrar@lnu.edu.ph</a>

### **AUTHENTICATION OF STUDENT RECORDS**

#### **(Walk-in only)**

1. At the Cashiering Section, pay the processing fee.
2. At the Registrar's Office, present the following:
  - a. Official Receipt of payment
  - b. Original and photocopies of document/s for authentication/verification.
3. The Registrar's Office returns the original and releases the authenticated copies of the documents.

### **REQUEST OF TOR & TRANSFER CREDENTIALS**

#### **Online Application**

1. Applicant fills out the google forms, <https://forms.gle/wGZJRmULaz9fdpT99>
2. Registrar's Office processes the request within 7 working days.
3. On the 8<sup>th</sup> working day, the applicant visits the university to:
  - Secure university clearance
  - Pay the processing fee for the requested documents
  - Receive the requested document/s upon presentation of the official receipt and duly accomplished university clearance

### **REQUEST OF REPORT OF RATINGS, CERTIFICATIONS & DIPLOMA**

#### **Online Application**

1. Applicant fills out the google forms, <https://forms.gle/wGZJRmULaz9fdpT99>
2. Registrar's Office processes the request within 7 working days.
3. On the 8<sup>th</sup> working day, the applicant visits the university to:
  - Pay the processing fee for the requested documents
  - For reprint of diploma must secure affidavit of loss.

#### **Walk-in Application**

1. For those who may not be able to apply online they may personally visit the university and follow the procedure below:
  - Fill out the application form
  - Secure university clearance
  - Pay the processing fee
2. Registrar's Office processes the request within 7 working days.
3. On the 8<sup>th</sup> working day, the applicant visits the university to claim the requested document/s.

### **ONLINE APPLICATION FOR GRADUATION BATCH 2022**

**(April 18, 2022 – May 16, 2022)**

1. Applicant fills out the google form, <https://forms.gle/1UhCgAfF6cB98v7R7>
2. Registrar's Office processes, evaluates the applications, and generates the List of Candidates for Graduation for submission to VPAS.
3. The Academic Council and Board of Regents deliberate for approval the List of Candidates for Graduation.
4. Posting of the Approved List of Candidates for Graduation.

Thank you

*Office of the University Registrar*