

Service: *Application for Graduation*

Schedule of Availability of service:

As scheduled:

End of First Semester on the expected year of graduation

Who may avail of the Service:

All candidates for graduation

What are the requirements:

1. *Evaluation of Grades/Units Earned*

Fee:

Transcript of Records - 50.00

Diploma - 150.00

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Secure Application for Graduation and pay the application fee	Issue application Form Issue Receipt	5 minutes	Registrar Cashier	Application Form & BSC Official Receipt
2	Fill-out Application Form together with a copy of Evaluation of Grades/Units earned, have it signed by the Department Chairman and Registrar	The Department Chairman and Registrar evaluates the subjects taken or incomplete grades of the applicant	120 minutes	Department Chairman Registrar	
3	Pay the corresponding Graduation Fees: a. TOR b. Diploma c. Graduation	Issue Receipt	10 minutes	Cashier	BSC Official Receipt
4	Submit the accomplished Application for Graduation at the Registrar's Office	File for ready reference		Registrar	
End of Transaction					