

*Philippine School of Business Administration*

826 R. Papa Street, Sampaloc, Manila

**APPLICATION FOR CERTIFICATE AND SCHOLASTIC RECORD**

\_\_\_\_\_ Date

TO: THE REGISTRAR  
PHIL. SCHOOL OF BUSINESS ADMINISTRATION  
M A N I L A

I, \_\_\_\_\_ (Student Number) \_\_\_\_\_  
whose last enrolment was \_\_\_\_\_ Summer/Semester of \_\_\_\_\_ hereby apply for the  
issuance of:

- 1. Scholastic Records
- 2. Certification of my graduation/pending S.O.
- 3. Certification of my enrolment
- 4. Certification of academic units I have earned in PSBA
- 5. Certification \_\_\_\_\_ for the purpose of \_\_\_\_\_

To Applicant: DO NOT FILL THIS UP  
VERIFICATION OF THE EVALUATION SECTION

GRADUATED	If candidate for graduation
Degree/Title: _____	Degree/Title: _____
Date Graduated: _____	As of _____ 20__ 20__

\_\_\_\_\_  
(Applicant's Signature)

**INSTRUCTION TO APPLICANT:**

- First : Have a certification of your account at the Accounting Department  
(Mezzanine Floor).
- Second : Pay the Certification Fee at the Treasurer's Office.
- Third : Submit this for at the Office of the Registrar together with the receipt  
of payment.

**VERIFICATION OF ACCOUNTNS:**

BALANCE \_\_\_\_\_ as of \_\_\_\_\_ verified by \_\_\_\_\_  
FEE: P130.00