

**Steps in Determining the Authenticity of the Transcript of Records
For Graduate Applicants**

(Source: OUR Admission and Registration Section File)

Student Records Evaluator checks the following in the submitted Transcript of Records:

- a. Original Document
- b. Name of the School
- c. School Dry Seal Imprint
- d. Signature in ink of the Registrar/Director
- e. With no remarks or with any of the following remarks:

Copy for the University of the Philippines For Enrollment Purposes Only For Further Studies For General Purposes For Record Purposes For Reference and Record Purposes For Scholarship Granted Honorable Dismissal Granted Transfer Credential Upon Request Issued for Study Abroad purposes)	Official Transcript of Records for Your Your Exclusive Use School's Copy Valid as Transfer Credential Valid for Scholarship Abroad Valid for Transfer Issued for Purposes of PD 907 For Board Examination Issued for Professional Issued/Granted Regulation Commission Issued for DECS (for educational purposes)
Official Transcript of Records Issued for Application Purposes (admission)	A True Copy: Considered original with genuine signature and college seal

Note: TOR with remarks such as the following are NOT acceptable:

A True Copy of Records Certified Xerox Copy of the Original For Employment Purposes For Evaluation Purposes For Reference Only For Salary Adjustment For Teaching Reference Only For Use Abroad Informative Copy Only	Issued for Bureau of Public School Not Valid as Transfer Credential Not Valid for School Admission Not Valid for Transfer Student Copy Valid for Ranking Purposes Only Issued for Professional Growth Purposes Good for Apprenticeship Training Purposes
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Note:

Graduates from private colleges and university must submit transcript of records stating the degree obtained, date of graduation and the Special Order (S.O) number issued by the Department of Education.

Graduates of and transfer students from autonomous units of UP (i.e., UPV, UPLB, UPMA) enrolling in UP Diliman must submit their official transcript of records (not true copy of grades) from their respective units with the remarks Cleared as of _____ or Granted Honorable Dismissal.