



BRENT INTERNATIONAL SCHOOL BAGUIO

REQUEST FOR TRANSCRIPT OF RECORDS, CERTIFICATIONS AND OTHER RECORDS

- () Personal Request
() Official request from other school: _____
() Phone call request (number): _____
() Email request: _____
() Others, please specify: _____

() Currently Enrolled () Withdrawn () Graduate Date Requested: _____

_____ Name of Student/Alumni	
_____ Signature	_____ Grade/School Year

Please furnish me: (Kindly indicate number of copies in the parenthesis.)

- () Transcript of Records (F-137)
() Certificaton (Enrollment, Graduation, Good Moral Character, Activities, etc.)
() Others: (Please specify) _____

Documents Requested: () For Pick-up () For Delivery

Send via: () Fax () Email () DHL Courier Service () Registered Mail

To _____

Address _____

Tel No. _____ Fax No. _____ Email _____

Clearance:

Accounting: () Cleared () Not Cleared By: _____

Date & Time of Pick-up/ Delivery: _____

To be filled out by the Registrar's Office:

Transcript of Records (F-137)	P/\$ _____
Certification (Enrollment, Graduation, Good Moral Character, etc.)	P/\$ _____
Certification (Co-curric. Activities)	P/\$ _____
Courier	P/\$ _____
Overseas bank charges	P/\$ _____
Others, please specify _____	P/\$ _____
Total Amount Due	P/\$ _____

Date of payment _____ O.R. No _____

Received by _____ Date _____ Noted by _____ Date _____
Name/Signature Name/Signature

Official Copy valid for transfer shall be issued directly to the school where the student is admitted upon the Official Request from the said school.

Fees and Charges:

Transcript of Records (F-137): Official = P400.00/\$10.00 per copy

Certifications (Enrollment, Graduation, Good Moral Character, Co- Curricular Activities, etc.) = P200.00/\$5.00 per copy

Overseas Bank charges: \$15.00

Courier fee: *depending on weight and destination*

Remarks: _____

Revised 22 July 2019, Office of the Registrar