REQUEST FOR CORRECTION

THE REGISTRAR
Pamantasan ng Lungsod ng San Pablo
Brgy. San Jose, San Pablo City
Laguna

Dear Sir/Madam:

I, _____, would like to request your good office for the **correction of my name / date of birth / place of birth** from _____ to _____ in my academic records to conform with my name/ date of birth/ place of birth in my birth certificate.

In this connection, I am submitting **ANY** of the following documents:

a. Certified true copy of Birth Certificate from Philippine Statistics Office (PSA)/photocopy of Alien Certificate of Registration for International Students.
b. Personal affidavit (if of legal age) or affidavit of parent.
c. Joint Affidavit of two (2) Disinterested Parties.

Thank you very much.

Very truly yours,

_____
Signature over Printed Name

PROGRAM & YEAR LEVEL: _____
STUDENT NO.: _____

ACTION TAKEN:

☐ APPROVED ☐ DISAPPROVED

VRENALI R. TOLENTINO, LPT
Registrar II

_____
Date

UPDATED BY:

_____ _____
EMIS Officer **Date**

"Primed to Lead and Serve for Progress"