



Republic of the Philippines
ASIAN SEMINARY OF CHRISTIAN MINISTRIES
By-Pass Rd., Brgy. San Vicente II, Silang, Cavite 4118
www.ascm.edu.ph

OFFICE OF THE REGISTRAR

REQUEST FOR DOCUMENTS FORM

Name: _____

Email Address/Mobile #: _____

Program: _____

Date Graduated (If Applicable): _____

Preferred Delivery Address* _____

I will personally pickup my documents.

Receiver's Contact No.: _____

DOCUMENT being requested: (Pls Check)

PURPOSE of the Document (Pls Check/Do not leave unchecked)

___ Original Transcript of Records

___ For Further Study/Evaluation

___ Copy of Diploma

___ Copy Valid for: _____

___ True Copy of Grades

___ For Employment Purposes Only

___ Certificate of Transfer Credentials

___ For General Purposes Only

___ Certificate of Good Moral

___ For Personal Copy Only

___ Others: _____

___ Others: _____

Other Instructions: (Pls Specify)

Signature of Requesting Student: _____

Date of Request: _____

Tentative Date of Release: _____

Documents Rec'd by: _____

PAYMENT | FEES (Pls Check)

TOR REGULAR PHP 600.00 (10-15 working days)

Honorable Dismissal & Other Certificates PHP 150.00 (regular)

TOR EXPRESS PHP 1,000.00 (5 working days)

Duplicate Copy of Diploma (Reprinted) PHP 500.00 (e-sig only)



PAYMENT HERE: BPI Silang

BPI Account Name: ASCM / Asian Seminary of Christian Ministries BPI Account Number: 8500 0141 14

Email proof of payment to cashier@ascm.edu.ph cc: orlando.aton@ascm.edu.ph

PLEASE READ:

- The student must email to cashier@ascm.edu.ph to obtain a business office clearance.
- The student of ASCM must personally request and claim the document at the Registrar's Office. However, if this cannot be done for whatever reason, the requesting student should submit: a) Request for Document Form b) Letter of authorization signed by the requesting student with a photocopy of ID of the requesting student and of his authorized representative.
- The Registrar cannot release documents to any person without the written authorization of the student, or his/her parents if a minor.
- Courier or mailing services for document/s requested are responsibility of the requesting student or his authorized representative to book for pickup via Lalamove or grab (or your choice of courier). *Since ASCM does not have a messenger (personnel), we cannot accommodate sending of documents via LBC or other forwarding services.
- The requested documents will be released once payment is confirmed (w/ OR number).