



Theresian School of Cavite Inc.

OFFICE OF THE REGISTRAR

Students Document Request Form

PLEASE DOWNLOAD TO DESKTOP OR LAPTOP PC. DO NOT USE CELLPHONE TO FILL-OUT THIS FORM.

Last Name _____

First Name _____

Male

Female

Middle Name _____

Level/Strand & Section _____

Enrolled SY 2024-2025

Transferred SY _____
(last attended)

Graduated SY _____
(last attended)

Mobile No. _____

Email Address _____

Requestor _____

Relationship to Requestor _____

Purpose of this Request

Document Type

Form 137/SF10 First Request Second Request

Certificate of Enrollment

Others (Please Specify) _____

No. of copies: _____

IMPORTANT REMINDERS

- The Request is submitted to **registrar.tsc88@gmail.com**. Registrar will send confirmation and payment instructions after submitting the request.
- If requesting Form 137/SF10 for an SHS graduate who is currently enrolled in a local college or university, please also submit the school's request letter.
- Requests shall be for regular processing only. A request to expedite is highly discouraged.
- Regular processing shall be within a minimum of five (5) working days after proof of payment is submitted (excluding, weekends and holidays)
- Any requests made after 4:00pm Friday will be processed the next working day (excluding weekends and holidays) The school reserved the right to withhold, deny or cancel any request for document due to pending accountabilities Please bring a valid ID when claiming the documents.
- Bring an authorization letter and a copy of ID of both parties for the absence of the above student.
- All unclaimed documents will be discarded after six (6) months from the scheduled date of release.

Disclaimer: The information contained in this document is confidential privileged and only for the information of the intended recipient and may not be used, published or redistributed without the prior written consent of the student whose name appears in this form