



**c) Director Student Affairs**

*Applicant has submitted a certificate of good conduct and other relevant documents confirming his/her whereabouts during period of absence* **Yes**  **No**

Comments \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date & Stamp \_\_\_\_\_

**d) Chairman, Health Services**

(For applicants who have been away due to medical reasons)

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**e) Head of Department**

Comments \_\_\_\_\_

Date of Re-admission \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**f) Dean of School**

**Request for re-admission Recommended/Not Recommended**

Comments \_\_\_\_\_

Indicate timeline for the student to complete studies \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**g) Registrar (Academic & Student Affairs)**

**Request for Resumption Approved/Not Approved**

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*CC: Student Finance Office, Dean of School, Chairperson of Department, Head of Health Services, Dean of Students, Librarian, Admissions Office, Student's File.*

**NOTE:**

1. Application Letter
2. Receipt for the application fee
3. Certificate of good conduct (Mandatory)
4. Letter from the Chief (Mandatory)
5. Medical Report (Where applicable)
6. Rehabilitation Report (where applicable)
7. Letter from Employer (where applicable)
8. Release letter from Correctional Facility (where applicable)