

Guidelines on the Request and Issuance of Transfer Credentials

- The "Transfer Credentials" (formerly referred to as "Honorable Dismissal") is a document certifying that a student has no pending accountabilities with the school and is eligible for transfer to another educational institution.
- A Certificate of Transfer Credentials shall be requested from the Office of the University Registrar when the student continues his or her studies in another school.
- A student filing for a Certificate of Transfer Credentials shall secure clearances from concerned offices of the University where he/she was previously enrolled.
- The Certificate of Transfer Credentials, once issued, is a permanent termination of studies and may not be cancelled nor may a second copy be issued at any time.
- As such, the Transfer Credentials is a permanent termination of studies at the university.
- No records shall be supplied to any student whose accounts have not been settled with the Accounting Office.
- A notice of at least one week should be given by the student who wishes to secure a copy of his or her collegiate records.

Policies

Section 71 of the Manual of Regulations for Private Schools (8th Edition, 1992) provides the following in connection with the transfer of students and transfer credentials:

- A student enrolled in one school is entitled to transfer to another school, provided he has no unsettled obligations with the school he was enrolled in.
- Every student who applied for and is eligible to transfer should be provided by the school he is enrolled in with appropriate transfer credentials which will entitle him to admission in another school of his choice, subject to the latter's policies and regulations on the admission of transfer students.
- A transfer credential signed by the school registrar shall be issued not later than two weeks after the filing of the application for transfer, provided that, in the case of a student who is a transferee from another school, his records from his previous school have been received, are complete, and in order.