



Republic of the Philippines
University of Southeastern Philippines
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Form No.	FM-USEP-RSC-05
Issue Status	01
Revision No.	00
Date Effective	14 May 2020
Approved by	President

PROMISSORY NOTE

_____ (Date)

THE UNIVERSITY REGISTRAR
 University of Southeastern Philippines
 Obrero Campus, Davao City

Dear Sir:

This is to request permission for **TEMPORARY ADMISSION** to enroll in the College of _____ under _____ program, pending submission of the following credential/s:

PLS. CHECK THE LACKING CREDENTIAL/S:

<input type="checkbox"/>	Honorable Dismissal (HD)/Transfer Credential <ul style="list-style-type: none"> ▪ Name & Address of School last attended : _____ ▪ Last Semester & School Year : _____ 		
<input type="checkbox"/>	Transcript of Records (TOR) copy for USEP	<input type="checkbox"/>	ID Picture – 2 pcs. 2x2 (Colored & Formal)
<input type="checkbox"/>	Medical Certificate - Original	<input type="checkbox"/>	Candid Appraisal
<input type="checkbox"/>	High School Card (F138-A) Original	<input type="checkbox"/>	Form 137-A Original
<input type="checkbox"/>	Original copy of Good Moral Character Certificate	<input type="checkbox"/>	PSA Authenticated Birth Certificate – Clear copy
<input type="checkbox"/>	Student Information Sheet	<input type="checkbox"/>	College Admission Slip
<input type="checkbox"/>	USEPAT Result / Notice of Admission	<input type="checkbox"/>	2 pcs Brown Envelop (Long)
<input type="checkbox"/>	Mailing Stamps worth PhP 50.00 (from Philippine Postal Office)		
<input type="checkbox"/>	Others (please specify): _____		

I promise to submit the above-stated document/s on or before _____ (Month/Day/Year).

I understand that **FAILURE** to submit the lacking required entrance credentials on the date specified above will cause the **CANCELLATION** of my enrollment.

Truly yours,

Student's Signature over Printed Name

Contact No. (Mobile/Landline)

Email

Approved by:

Registrar's Signature over Printed Name

Date