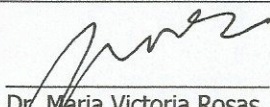


Policy No:	ACA-POL-REG-0006
Policy Title:	Certificate of Transfer Eligibility Policy
Implementation Procedure:	ACA-PROC-REG-0006 Application for Certificate of Transfer Eligibility
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the applications, requirements and approval and all provisions governing the issuance of Certificate of Transfer Eligibility (CTE).
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All students should secure clearance before requesting for transfer of eligibility. 2. All requests for Certificate of Transfer Eligibility must be accompanied by request for Certificate of Good Moral Character (CMG), True Copy of Grades, Transcript of Records and the school ID must be surrendered by the concerned student. 3. Prior to the release of CTE, the student must submit all the lacking documents in the SPR which includes Form 137 or TOR from previous school. 4. In case Form 137 or TOR from previous school is not yet received by Letran, the student should personally obtain the said record upon authorization of Letran. 5. Only the student himself can request for his CTE. If the student is still a minor, the parents or guardians indicated in the Student's Permanent Record can make the request.
Applicability:	All students
Policy Approval Authority:	Registrar
Related Policies or References	Registrar's Guidelines page 25 re: Transfer Credentials MORPHE Article XX page 67-68
Definition:	
Approved by	 <hr/> Dr. Maria Victoria Rosas
Date of Approval	1/10/12

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