

Procedures for Requesting Transfer Credentials

Undergraduate Students

1. Student to fill out the ROF 033 ([Exit Clearance Form](#)), available at the CEU Website. This form should be attached together with the request letter of intent via email to transfer stating the reason addressed to the Dean. Attach also the letter from the parent allowing the student to transfer with scanned valid ID.
2. Dean to recommend approval, attach esignature in the letter and in the Form and forward to GCD/GCS.
3. Guidance Counsellor to do the interview via email then attach esignature in the letter and forward to Library Department.
4. Library Department to attach esignature if approved and forward to Accounting Department. If not approved return the form to the student informing him/her of accountabilities.
5. Accounting Department to check for accountabilities attach esignature if approved and forward to OUR/OR. If not approved return the form to the student informing him/her of accountabilities.
6. OUR/OR will check student records if cleared approve the Form and email the Form to the student together with the link
 - o Manila: <https://forms.gle/JEFdueicDZ8D9pn38>
 - o Makati: <https://forms.gle/5WDVkgxisPMfutJK7>
 - o Malolos: <https://forms.gle/2gcaVWY6D6R1X5Qz7>

If not approved, OUR will email the student to inform his/her deficiencies.

7. Student with approved Exit Clearance can now request for Transfer Credentials online using the link given.

Graduate School Students

1. Student to fill out the ROF 033 (Exit Clearance Form), available at the CEU Website. This form should be attached together with the request letter of intent via email to transfer stating the reason addressed to the Dean.
2. Dean to recommend approval, attach esignature in the letter and in the Form and forward to Library Department
3. Library Department to attach esignature if approved and forward to Accounting Department. If not approved return the form to the student informing him/her of accountabilities.
4. Accounting Department to check for accountabilities attach esignature if approved and forward to OUR/OR. If not approved return the form to the student informing him/her of accountabilities.
5. OUR/OR will check student records if cleared approve the Form and email the Form to the student together with the link
 - o Manila: <https://forms.gle/JEFdueicDZ8D9pn38>
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If not approved, OUR will email the student to inform his/her deficiencies.

6. Student with approved Exit Clearance can now request for Transfer Credentials online using the link given.