





GUIDANCE, TESTING, AND PLACEMENT OFFICE

1. GOOD MORAL CHARACTER CERTIFICATE ONLINE REQUEST

The University Guidance Office offers Certification of Good Moral Character for currently enrolled students and students who have graduated from the university.

Office or Division:	GUIDANCE, TESTING AND PLACEMENT DIVISION			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	Quezon City University Students and Graduate Students:			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
School Clearance		Registrar's Office		
Student's Identification Card				
Good Moral Character Request Form		Guidance Office		
Online Application Form (c/o Guidance Office)		<p>GCU Official FB Page https://www.facebook.com/qcuguidanceunit</p> <p>GCU Official Email Address guidance.unit@qcu.edu.ph</p> <p>QCU Official Website https://qcu.edu.ph/</p> <p>or via this link / QR Code:</p> <p>For Degree Courses: https://forms.gle/j7v493B8wzKjFVCv6</p>  <p>For Senior High School Graduates: https://forms.gle/mKScxka5T4crVVoX9</p> 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present one (1) copy of School Clearance and Identification Card	Verify the student's information and status	None	15 minutes	Guidance Staff

to the Guidance and Counseling Unit staff.				
2. Fill-out all the information on the Good Moral Character Request Form .	Collect and check the filled-out Good Moral Character Request Form The GCU Staff will process the request	None	15 minutes	Guidance Staff
3. Claiming of the good moral character certificate. Student will sign on the Good Moral Log Sheet . For the representative, present valid identification card and the student's identification card with an authorization letter .	The Good Moral Character Certificate will be released on the day it is requested	None	15 minutes	Guidance Staff
	TOTAL		45 mins	
FOR ONLINE GOOD MORAL REQUEST				
1. Fill-out all the information needed on the Good Moral Character Online Request Form .	Receive Good Moral Certificate Request Form. Coordinate with the Registrar's Office if the student is cleared. If confirmed cleared, process the good moral request. GCU staff will notify the client through their given email address about the claiming date	None	1-3 days	Guidance Personnel
2. The student can request to claim the Good Moral Character certificate via email or thru scheduled appointment.	Release the Certificate.	None	1 Minute	Guidance Personnel
	TOTAL		Up to 3 days	