



GUIDANCE AND COUNSELING UNIT

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 AND COUNSELING UNIT			
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)		GCU Official Email Address guidance.unit@qcu.edu.ph QCU Official Website https://qcu.edu.ph/		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present one (1) copy of School Clearance and Identification Card to the Guidance and Counseling Unit staff.	Verify the student's information and status	None	15 minutes	Guidance 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. Claim 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 .	Release Good Moral Character Certificate 2-3 days after the request	None	2-3 days	Guidance Staff
	TOTAL		2-3 days and 30 minutes	

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 or check the clearance database to see if the student is cleared of any infractions, then will continue processing the request for good moral. Notify the client through their given email address about the claiming date	None	2 – 3 days	Guidance Staff
2. Request to claim the Good Moral Character certificate via email or thru scheduled appointment.	Release the Certificate.	None	1 minute	Guidance Staff
	TOTAL		2-3 days and 1 minute	

2. STUDENTS UNDER ACADEMIC PROBATION

Students with grade deficiency will be referred under academic probation. This is a time in which they must improve their academic standing by meeting or making evident progress toward their school academic performance.

Office or Division:	GUIDANCE AND COUNSELING UNIT			
Classification:	Simple			
Type of Transaction:	G2C – government services transacting public			
Who may avail:	All students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Guidance slip		Guidance Office		
Counselor Conference Form		Guidance Office		
Academic Self-Assessment Form		Guidance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students under	Guidance staff will	None	10 minutes	Guidance Staff