	document			
3. Claim the requested credential on the scheduled date of appointment (in-person)	3. Verify identification of the requester and release requested documents	None	10 minutes	Registrar's Staff
	TOTAL:	Php 300.00	7 working days – **regular period** 14 working days - **peak period** (Not Applicable tofresh graduates)	

* Only those with complete admission documentary requirements required by the University and those with no pending obligations and / or liabilities with the University can be issued academic credentials.
* Peak Period: December – February, July - October

8. ISSUANCE OF STUDENTS RECORDS

This service is given to students requesting for their Academic Records.

Office or Division:	Registrar and Admission Division			
Classification:	Complex Transactions			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Graduates and Undergraduate Students			
CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Clearance Request Form 1 Valid Identification Card with Signature SPA and ID card with picture of requester and representative			Registrar and Admission Division QCU Website: www.qcu.edu.ph Government Agency Notary Public	
Proof of payment for TOR			Student	
CLIENT STEPS	**AGENCY ACTIONS**	**FEESTO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Accomplish the request form and send it to the assigned email address of the specific courses: • BS Industrial Engineering and BS Electronics Engineering and Bachelor of Early Childhood Education - urd.bseng@qcu.edu.ph • BS Entrepreneurship - urd.bsentrep@qcu.edu.ph • BS Information Technology -urd.bsit@qcu.edu.ph	1. Process the document and notify the student through email of the appointment schedule to claim the requested document	None	REGULAR PERIOD: 2 working days PEAK PERIOD: 5 working days *processing time may vary depending on the bulk of emails.	Registrar's Staff

• BS Accountancy and BS Management Accounting urd.bsa@qcu.edu.ph • General Education Units (phased-out) - urd.gened@qcu.edu.ph • Technical Vocational (phased-out) - techvoc.urd@qcu.edu.ph • Senior High School (phased-out) - urd.shs@qcu.edu.ph			* Emails beyond office hours will be attended on the next office hour	
2. Claim the requested credential on the scheduled date of appointment	2. Verify identification of the requestor and release requested documents	None	10 minutes	Registrar's Staff
	TOTAL:		2 working days and 10 minutes –**regular period** 5 working days and 10 minutes **peak period**	

*Peak Period: December – February, July – October