

	1.3 Enlist Irregular Student of subjects to be enrolled	None	1 working day	College Enlistment Officer
	1.4 Enroll enlisted irregular student	None	1 working day	Registration Officer
2. Receive official registration form via registered Gmail account	2. Send registration form	None	2 working days	ICTO
	<b>TOTAL</b>		6 working days	

## 7. REQUEST FOR TRANSCRIPT OF RECORD (TOR)

The transcript of records of the student is released upon the student's request and clearance by the university, and payment of the TOR.

<b>Office or Division:</b>	Registrar and Admission Division			
<b>Classification:</b>	Highly Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	Undergraduate and Graduate Students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Clearance from all accountabilities (Clearance Request Form) 1 Valid Identification Card with Signature Special Power of Attorney (SPA) and ID card with picture of requester and representative			Registrar and Admission Division QCU Website: <a href="http://www.qcu.edu.ph">www.qcu.edu.ph</a> Government Agency Notary Public	
Proof of payment for TOR			Student	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish the request form and send it to the assigned email address for the specific courses: <ul style="list-style-type: none"> <li>• BS Industrial Engineering, BS Electronics Engineering, and Bachelor of Early Childhood Education - <a href="mailto:urd.bseng@qcu.edu.ph">urd.bseng@qcu.edu.ph</a></li> <li>• BS Entrepreneurship - <a href="mailto:urd.bsentrep@qcu.edu.ph">urd.bsentrep@qcu.edu.ph</a></li> <li>• BS Information Technology - <a href="mailto:urd.bsit@qcu.edu.ph">urd.bsit@qcu.edu.ph</a></li> <li>• BS Accountancy and BS Management Accounting - <a href="mailto:urd.bsa@qcu.edu.ph">urd.bsa@qcu.edu.ph</a></li> </ul>	1.1 Acknowledge receipt of the request and verify clearance.	None	5 minutes  *processing time may vary depending on the bulk of emails  *Emails beyond office hours will be attended on the next office hour	Registrar's Staff

<ul style="list-style-type: none"> <li>• General Education Units (phased-out) - <a href="mailto:urd.gened@qcu.edu.ph">urd.gened@qcu.edu.ph</a></li> <li>• Technical Vocational (phased-out) - <a href="mailto:techvoc.urd@qcu.edu.ph">techvoc.urd@qcu.edu.ph</a></li> <li>• Senior High School (phased-out) - <a href="mailto:urd.shs@qcu.edu.ph">urd.shs@qcu.edu.ph</a></li> </ul>				
	1.2 Send order of payment to the students via email	None	5 minutes	Registrar's Staff
<p>2. Receive and print Order of Payment and pay TOR Fee</p> <p>Pay at the City Treasurer's Office window on Monday, Wednesday, and Friday, or at the Talipapa Branch (located within Talipapa Brgy. Hall, Quezon City) Monday through Friday, 9 a.m. to 3 p.m.</p>	<p>2.1 Send email confirmation to requesting applicant of the received proof of payment</p> <p>2.2 Consolidate proof of payment and endorse to student accounts</p> <p>2.3 Consolidate and bring all proofs of payment transactions to City Treasurer's Office for verification and issuance of Official Receipt</p> <p>2.4 Endorse issued Official Receipt to Registrar's Office</p> <p>2.5 Process the document and notify the student through email of their appointment schedule to claim their requested</p>	<p>PhP 300.00</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>4 working days (Friday – Wednesday)</p> <p>1 working day (Every Thursday)</p> <p>1 working day</p> <p>30 Minutes if document is in the database 5 working Days if document requires manual searching</p>	<p>Registrar's Staff</p> <p>Registrar's Staff</p> <p>Student Account Staff / City Treasurer's Office Collector</p> <p>Student Account Staff</p> <p>Registrar's Staff</p>

	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
	<b>TOTAL:</b>	Php 300.00	7 working days – <b>regular period</b> 14 working days - <b>peak period</b> (Not Applicable to fresh 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.

<b>Office or Division:</b>	Registrar and Admission Division			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Graduates and Undergraduate Students			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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: <a href="http://www.qcu.edu.ph">www.qcu.edu.ph</a> Government Agency Notary Public	
Proof of payment for TOR			Student	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEESTO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish the request form and send it to the assigned email address of the specific courses: <ul style="list-style-type: none"> <li>• BS Industrial Engineering and BS Electronics Engineering and Bachelor of Early Childhood Education - <a href="mailto:urd.bseng@qcu.edu.ph">urd.bseng@qcu.edu.ph</a></li> <li>• BS Entrepreneurship - <a href="mailto:urd.bsentrep@qcu.edu.ph">urd.bsentrep@qcu.edu.ph</a></li> <li>• BS Information Technology - <a href="mailto:urd.bsit@qcu.edu.ph">urd.bsit@qcu.edu.ph</a></li> </ul>	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