



ORIGINAL DOCUMENTS BORROW FORM

Student Name		Academic Year	
Student ID		College	
Mobile Number		Major	

Type of Documents

<input type="checkbox"/>	High School Certificate
<input type="checkbox"/>	High School Good Conduct Certificate
<input type="checkbox"/>	Previous College/University Transcript of Records
<input type="checkbox"/>	IELTS
<input type="checkbox"/>	TOEFL
<input type="checkbox"/>	Others - Please Specify:

Date of Borrow		Date of Return	
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Purpose: _____

Student Signature		Date	
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Approval Personnel

Accounting Department	Name:	Date:
	Signature & Stamp:	

Financial Aid	Name:	Date:
	Signature:	

Deanship of Enrollment & Registration	Name:	Date:
	Signature:	

Registration Officer	Name:	Date:
	Signature:	

Note:

Please make sure to put HOLD on Banner using SOAHOLD

Copies: Green - Registrar Office Copy

White - Student Copy