

University of the Philippines Los Baños
College, Laguna

Request for 1st/2nd Semester _____/MidYear _____
(Please check [✓] the appropriate box)

- readmission
- extension of maximum residence
- reinstatement

Date Prepared: _____

Purpose/Reason(s): *Please indicate problems/reasons for failure and plan of action to ensure that the delinquency will not be happened again.*

Note: please use additional sheet, if needed

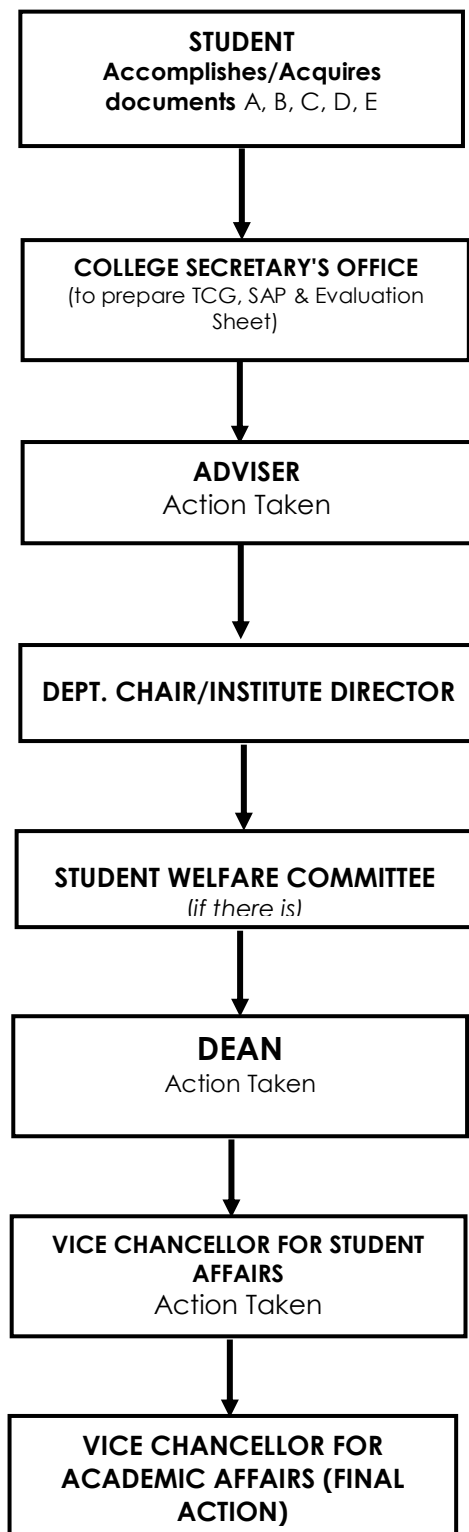
PROBLEMS/REASONS FOR FAILURE	PLAN OF ACTION
1.	
2.	
3.	
4.	
5.	

Printed Name over Signature
Student Number:
SAIS ID Number:
Contact Number:
E-mail Add:

FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF STUDENTS APPEAL FOR READMISSION

(Dismissed, Permanently Disqualified [P.D.], and 2nd Readmission Cases)

FLOW OF PAPERS



DOCUMENTS NEEDED

- A. Letter of appeal addressed to the Vice Chancellor indicating the plan of action (to ensure that the delinquency will not happen again) [**Unified Form**]
- B. Plan of study (to be prepared by the student and **approved by the academic adviser**) detailing the courses to be taken from the time of readmission until graduation.
- C. True Copy of Grades (TCG) from the concerned college secretary. It must indicate all grades from freshman until the last semester the student was enrolled with the reason for the grades of 5.0 indicated in the IBM grade sheet in the last semester, semestral scholastic status and leaves of absence.
- D. Summary of Academic Performance (SAP) from the concerned college secretary
- E. Evaluation Sheet (blue sheet) to be prepared by the College Sec. SRE
- F. Notarized Statement from parents, if the student is below 18 years old.