

University of the Philippines Los Baños
College, Laguna

Date

Prof. Rex B. Demafelis, PhD

Dean, College of Engineering and Agro-industrial Technology
UPLB, College, Laguna

Dear **Dean Demafelis**:

I would like to request for extension of residence/reinstatement for 1st/2nd semester 20____. I was _____ for the following reasons (*pls. indicate problems/reasons for failure*):

1. _____
2. _____
3. _____

Please find attached my proposed action plan to ensure that the delinquency will not happen again.

Truly yours,

Printed Name over Signature

I.D. Number: _____

Contact No.: _____

e-mail add.: _____

Recommending Approval/Disapproval:

Adviser

Dept Chair/Inst. Director

Recommending Approval/Disapproval:

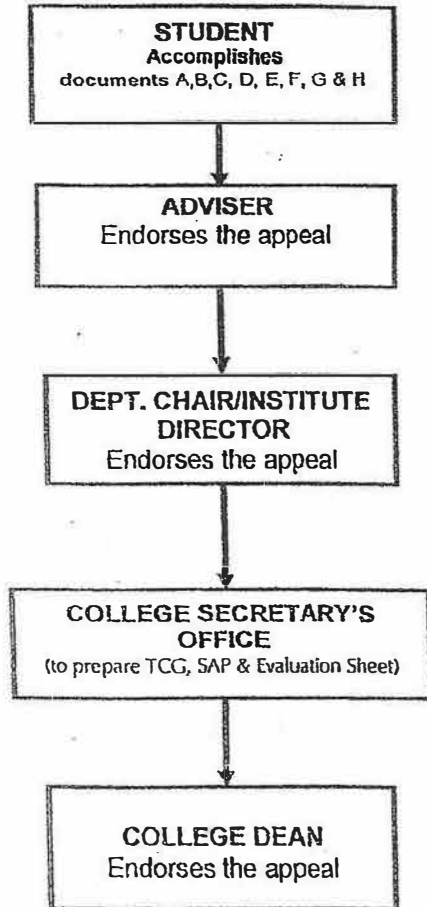
Assoc. Prof. Butch G. Bataller, PhD
Chair, CEAT Committee on Student
Admission & Readmission

Approval/Disapproval:

Rex B. Demafelis
Dean, CEAT

FLOWCHART & DOCUMENTS NEEDED FOR EVALUATION OF STUDENTS APPEAL FOR EXTENSION OF RESIDENCE

FLOW OF PAPERS



DOCUMENTS NEEDED

- A. Letter request addressed to the CEAT Dean (Readmission Form No. 2)
- B. Notarized statement from the parents' attesting/confirming the student's reason for extension of residence & promising to assist/supervise the student if given an extension
- C. List of Remaining Course(s) to enroll (includes subject(s) for removal and/or for completion)
- D. 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 as indicated in the IBM grade sheet in the last semester, semestral scholastic status, leaves of absence
- E. Summary of Academic Performance from the concerned college secretary
- F. Evaluation Sheet (green sheet) to be accomplished by the College Sec. SRE
- G. Photocopy of valid I.D. from parents with signature
- H. Plan of Action (to ensure that the delinquency will not happen again)