

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.*

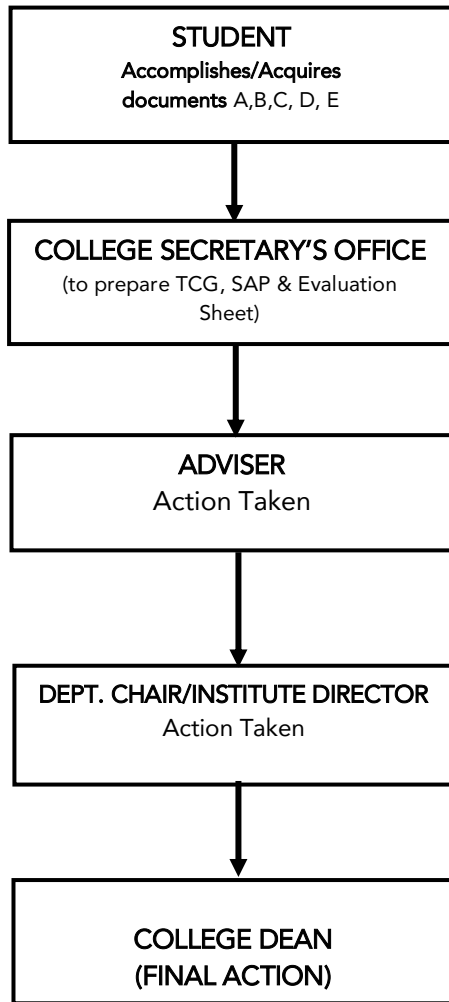
Note: please use additional sheet, if needed

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 **EXTENSION OF RESIDENCE** (for undergraduate only)

FLOW OF PAPERS



DOCUMENTS NEEDED

- A. Letter request addressed to the Dean indicating the plan of action (to ensure that the delinquency will not happen again) [**Unified Form**]
- B. List of Remaining Course(s) to enroll including subject(s) for removal and/or for completion approved (Signed) by the registration adviser.
- 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 as indicated in the IBM grade sheet in the last semester, semestral scholastic status, leaves of absence
- D. Summary of Academic Performance from the concerned college secretary
- E. Evaluation Sheet (green sheet) to be prepared by the College Sec. SRE