

REQUEST FOR CORRECTION OF NAME/DATE OR PLACE OF BIRTH

Date

The Registrar
Jose Rizal University
Mandaluyong City

Dear Sir/Madam:

I, _____, would like to request your
(Surname) (First Name) (M. I.)
good office for the correction of my name/date or place of birth in my academic records
to conform with my registered name/date or date of birth in the birth certificate issued by the
National Statistics Office.

In this connection, I am submitting the following documents:

1. Original copy NSO Birth Certificate
2. Personal affidavit
3. Joint affidavit
4. Other(s) _____

Thank you.

Very truly yours,

Signature Over Printed Name

Action Taken:

- ☐ Approved
- ☐ Disapproved

University Registrar
(Signature Over Printed Name)