



DOCUMENT'S APPLICATION FORM

Document/s Applied for:

Transcript of Records → Purpose: _____ No. of Pages: _____
 College Diploma
 Copy of Grades
 Honorable Dismissal / Certificate of Eligibility to Transfer
 Certification of _____
 Authentication (Please attach photocopy of documents to be authenticated)

2nd Copy of Student Registration Form
 Certificate of Good Moral
 Others _____
 Documentary Stamp _____ pcs

Entry Year: S.Y. _____ Sem _____ Graduate → Date of Graduation: _____
 Last Attendance: S.Y. _____ Sem _____ Undergraduate

Student Name: _____ , _____ , _____ Student No. _____
Last Name First Name Middle Name

Course: _____ Major: _____ Department: _____

Permanent Address: _____

Elementary School: _____ Year Graduated: _____

High School: _____ Year Graduated: _____

Tertiary School: (if transferee) _____

Basis of Admission: _____ Contact Number: _____

Rush Regular
 Date of Filing : _____
 Schedule of Release : _____

Signature of Student

Signature of Cashier & Date



WESTMEAD INTERNATIONAL SCHOOL
Batangas City

DOCUMENT'S CLAIMING STUB

Student Name: _____ Course: _____

Document/s to be claimed: _____ Schedule of Release: _____

Signature of WIS Personnel / Date

Student's Signature / Date

Signature of Authorized Representative / Date

NOTE: Please present this stub when claiming the requested document/s. An authorization letter, attached with a photocopy of one valid ID of the student and of his/her authorized representative, must be presented if the above-mentioned student is unable to personally claim the requested document/s.



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