Revised June 2012

UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY
Office of the University Registrar
Tel. No. 049 536 6001 to 06 local 103,104, Email: records@upou.edu.ph, registration@upou.edu.ph

REQUEST FOR CHANGE/CORRECTION OF INFORMATION

Note to the Student

1. **Submit 2 copies (Registrar's and Dean's copy) of this form together with the required supporting document/s whichever is applicable:**
   a. Change of Last Name/Change of Civil Status – photocopy of marriage certificate; photocopy of Court Order if change is due to annulment, legal separation
   b. Correction of First Name – Affidavit of Change of Name; photocopy of Birth Certificate
   c. Correction of Student Number – photocopy of UP transcript of records from former school
2. **Change/correction of information is accepted from currently enrolled students only. To be reflected on the diploma and official transcript of records, the request for change/correction of name must be submitted not later than your last semester/term in the university:**

NAME:_____ **STUDENT NUMBER:**_____

PROGRAM/MAJOR:_____ **LEARNING CENTER:**_____

I hereby request that the following information be changed in my current record at the UPOU:

	CURRENT RECORD	***CHANGE/CORRECTION REQUESTED***
[ ] Change of Last Name	_____	_____
[ ] Change of First name	_____	_____
[ ] Change of Civil Status	_____	_____
[ ] Correction in the date of birth	_____	_____
[ ] Change of Address	_____	_____
	_____	_____
[ ] Correction of Student Number	_____	_____
[ ] Change of Email Address/ Telephone Number/Cell Phone Number	_____	_____

STUDENT:	**OFFICE OF THE UNIVERSITY REGISTRAR**: ***(Do not fill this out)***
_____ **SIGNATURE OVER PRINTED NAME**	RECEIVED BY: _____DATE:_____ Admission and Registration Section ENCODED BY: _____ DATE:_____ EDP Section/Records Section