



**Colegio de San Juan de Letran
OFFICE OF THE REGISTRAR**



Collegiate Returnee Application Form

A. Please provide the following information:

Name: _____ Student No. _____
LAST NAME FIRST NAME M.I.

Program previously enrolled: _____ Year Level : _____

School year last attended: _____ Semester: First Second Summer

Filed leave of absence: Yes No

Reason/s for discontinuance of study: _____

Did you enroll in other school while on Leave of Absence? Yes No

If yes, what school? _____

I hereby certify that the information given herein is true and correct. Any falsification of information on this form will automatically nullify my application and/ or subject me for dismissal from the Colegio.

 Students Signature/ Date

 Parents or Guardian Signature/ Date

B. Screening and Evaluation:

Total units taken: _____ Total units failed: _____ Total units to be taken: _____

Remarks: _____

Evaluated by: _____

Approved by: _____

 Evaluator

 Registrar

C. Secure clearance form the following offices:

Department	Remarks	Date
Financial Affairs Division	_____	_____
Department of Student Affairs	_____	_____
Guidance, Counseling, Testing, and Placement	_____	_____
Library	_____	_____
Media Services	_____	_____

D. Secure Approval:

 College Dean

 Vice President for Academic Affairs

[Note: VPAA approval is only necessary if the returnee will be accepted under probationary status or with Memorandum of Agreement (MOA)]