

VERIFICATION OF ACADEMIC RECORDS FOR STUDENTS AND GRADUATES

To verify the academic records of students and graduates who enrolled at **San Juan de Dios Educational Foundation, Inc. – College** for employment or further studies, please follow the procedure below:

1. Prepare a LETTER OF REQUEST for verification using your company letterhead indicating the complete name of the student/graduate, academic information needed and purpose of verification. The letter must be duly signed by the Human Resource officer or its equivalent for employment verification and by the Dean/Principal or its equivalent for academic verification.
2. Please attach the following:
 - a. A copy of the document/s to be verified/authenticated (*if applicable*)
 - b. Authorization to release records signed by the applicant (*see page 2*)
 - c. Company/Institution profile (*for first time request*)
 - d. Photocopy of valid ID of student/ graduate with signature (*Government issued ID/Company ID*)
3. Submit the letter with the requirements to:

OFFICE OF THE REGISTRAR

San Juan de Dios Educational Foundation, Inc. - College
2772-2774 Roxas Blvd. Pasay City, 1300 Philippines

You may also send via mail/courier or email the scanned copy of all documents to

registrarsoffice@sidefi.edu.ph

AUTHORIZATION TO RELEASE ACADEMIC RECORDS

This is to authorize **SAN JUAN DE DIOS EDUCATIONAL FOUNDATION, INC. – COLLEGE** to release and verify the authenticity of my academic records in connection with my application for _____.
(Indicate if for Employment or Enrollment)

This is to further authorize _____,
(Name of Company/Institution/School)
through its _____,
(Name of Contracted Verification Agency or Representative)
to obtain academic records and/or verify the authenticity of my academic records at
SAN JUAN DE DIOS EDUCATIONAL FOUNDATION, INC. – COLLEGE.

Finally, this is to waive the privacy of academic records in accordance with the provisions of the *Republic Act 10173*, also known as Data Privacy Act of 2012, and hold San Juan de Dios Educational Foundation Inc., the Registrar and School Officials free from any liabilities or damages in connection with the release of academic records and/or verification of the authenticity of my academic records.

Signature over printed name

Date signed