

REQUEST FOR SECOND COPY OF DIPLOMA

_____ Date

Name _____ Course _____ Special Order No. _____
 Date of Graduation _____ Series _____
 (Month Day Year) Date _____
 Accreditation Level _____

Reason _____

APPROVED:

GERALDINE D. DE ERIT
 University Registrar

Payment made: (To be filled up by the Cashier)
 Amount: _____
 OR No. _____
 Date _____

Requirements:

1. Personal request letter
2. Photocopy of diploma (laminated, dilapidated etc.)
3. Affidavit of loss (if lost)

 Signature of Applicant

DATA PRIVACY CONSENT

I hereby declare that by signing:

1. I attest that the information I have written is true and correct to the best of my personal knowledge;
2. I signify my consent to the collection, use, recording, storing, organizing, consolidation, updating, processing, access to transfer, disclosure or data sharing of my personal and sensitive, personal information that I provided to LPU-B including its sister schools/ universities, industry partners, affiliates, external providers, local and foreign authorities regardless of their location and/or registration for the purposes for which it was collected and such other lawful purposes I consent to or as required or permitted by law.
3. I understand that upon my written request and subject to designated office hours of the LPU-B, I will be provided with the reasonable access to my personal information provided to LPU-B to verify the accuracy and completeness of my information and request for its amendment, if deemed appropriate, and;
4. I am fully aware that the consent or permission I am giving in favor of LPU-B shall be effective immediately upon signing of this form and shall continue unless I revoke the same in writing. Sixty working days upon receipt of the written revocation, LPU-B shall immediately cease from performing the acts mentioned under paragraph 2 herein concerning my personal and sensitive personal information.

 Signature over printed name

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