



Colegio de San Juan de Letran Calamba

City of Calamba, Laguna
REGISTRAR'S DEPARTMENT
Collegiate Records Unit

33:00-02-FO-21 rev.01 02222023

REQUEST FOR CROSS ENROLLMENT

DATE OF FILING:		TERM: [] 1 st [] 2 nd [] Inter-Sem, A.Y.
PERSONAL INFORMATION		ACADEMIC INFORMATION
LAST NAME		ID NO.
FIRST NAME		PROGRAM
MIDDLE NAME		YEAR
CONTACT INFORMATION		
MOBILE NO		PERSONAL EMAIL ADD.
COURSE/S TO CROSS ENROLL		
Course Code	Course/Descriptive Title	Unit/s
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Units	_____
*Actual Load/Units After Cross Enrollment: _____		
SCHOOL TO CROSS ENROLL		REASON/S FOR CROSS ENROLLMENT
Name of School: _____		[] 1 st Cross Enrollment [] 2 nd Cross Enrollment
Address: _____		_____
_____		_____
DATA PRIVACY CONSENT		
I hereby affirm that all information supplied is complete and accurate. Withholding or giving false information will make me ineligible for my request.		
Further, I agreed to the collection and processing of my data in relation to my request for cross enrollment to Colegio de San Juan de Letran Calamba. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information. I understand that my personal information shall not be shared or disclosed with other parties without consent unless the disclosure is required by, or in compliance with applicable laws and regulations.		
_____ Signature over Printed Name/Date		
ACTION TAKEN		
Endorsed by:	Evaluated by:	[] Approved [] Disapproved by:
_____	_____	_____
Academic Dean Signature over Printed Name	Records Evaluator Signature over Printed Name	Registrar/College Records Officer Signature over Printed Name
Note/s: 1. Fill out this form properly and secure the approval of the signatories. 2. Submit to the Registrar's Office for verification/evaluation. 3. Secure payment slip and pay the corresponding fee/s at the Cashier's Office. 4. Present the Official Receipt (OR) at the Registrar's Office to claim the official cross enrollment permit . 5. Submit validated OEF of cross enrolled courses. 6. Submit certification of grades within a month after the end of the semester in the Colegio.		