



Office of the
University Registrar

Form No. RE-10-202508

DTS NUMBER

REQUEST FOR CHANGE OF INFORMATION

PLEASE PRINT

STUDENT ID NUMBER	DEGREE PROGRAM
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SECTION A: CURRENT RECORDS	SECTION B: CHANGE REQUESTED	
	LAST NAME	
	FIRST NAME(S)	
	MIDDLE NAME	
	CIVIL STATUS	
	CITIZENSHIP	
	ADDRESS	
	ZIP CODE	
	TELEPHONE NUMBER	
	MOBILE NUMBER	
	EMAIL ADDRESS	

PROCEDURES

- (1) Accomplish two (2) copies of this form—Request for Change of Information (Form No. RE-10-202508).
- (2) Submit this form together with the required documentary support (please see below for list for specific cases) to the Enrollment Services Hub. Additional documents may be requested subsequently.
- (3) Secure the duplicate copy. To be valid, the copy must bear the stamp of the Office of the University Registrar, date when the request was filed and the signature of the staff.

LIST OF DOCUMENTARY REQUIREMENTS

Change of Name

1. Affidavit of Change of Name;
2. NSO copy of Marriage Contract (if change is due to marriage) or CTC of Court Order (if Change due to other reasons, such as adoption)
3. An Annotated copy of the Birth Certificate in PSA paper

Correction of Name

1. Affidavit of Change of Name (executed by student if of legal age or by parent/guardian on-record at DLSU);
2. Joint Affidavit of two (2) disinterested parties;
3. CTC of the Birth Certificate or Alien Certificate of Registration

Change of Citizenship

1. Affidavit of Change of Citizenship;
2. CTC of Passport (original to be presented for authentication);
3. Clearance from the International Center

Change of Civil Status

1. CTC of Marriage Contract (if change is due to marriage)
2. CTC of Death Certificate (if change is due to death of spouse)
3. CTC of Court Order (if change is due to annulment, legal separation)

Change of Address/Tel. No./Mobile No.

1. Proof of Billing (of parent for undergraduate students);
2. Affidavit of Change of Address (for undergraduate students, executed by parent/guardian on-record at DLSU)

An Affidavit must be duly notarized. An Affidavit executed and/or notarized outside the Philippines must be authenticated by the Philippine embassy/consulate in the country where the affidavit was executed.

*A CTC refers to Certified True Copy (of the original).
PSA refers to the Philippine Statistics Authority.*

Important Note: Undergraduate Students who will change their nationality to Filipino or who are recognized as Filipino or Fil-foreign (Filipino with foreign lineage) are required to take the NSTP program.

<p>STUDENT</p> <p>_____ SIGNATURE OVER PRINTED NAME</p>	<p>PARENT / GUARDIAN (for undergraduate students)</p> <p>_____ SIGNATURE OVER PRINTED NAME (Attach photocopy of ID with Signature)</p>	<p>OFFICE OF THE UNIVERSITY REGISTRAR</p>
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