**PROMISSORY LETTER**

**RTER-FO-006**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

**THE REGISTRAR**

University of the Immaculate Conception

Davao City

Dear Sister:

 I promise to submit my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on or **CREDENTIAL(s)/REQUIREMENT(s**)

before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **MONTH/DATE/YEAR**

 I understand that failure to submit my credential(s)/requirement(s) on the promised

date will automatically invalidate my enrolment for this semester.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **NAME OF STUDENT**

 (Signed Over Printed Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **COURSE**

 **C R E D E N T I A L S/R E Q U I R E M E N T S:**

Admission Form

Certificate of Transfer Credentials/ Honorable Dismissal from previous school (Original)

Official Transcript of Records from previous school

PSA Birth Certificate (Original)

PSA Marriage Certificate (Original-if married)

(1) 2x2 colored ID picture