**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