



Republic of the Philippines
LEYTE NORMAL UNIVERSITY
 P. Paterno St., Tacloban City

OFFICE OF THE REGISTRAR
 Telephone No. (053) 832-3180 Loc 620
 Email Address: registrar@lnu.edu.ph



OFFICE PROTOCOLS

1. For safety reasons, we discourage in-person/face-to-face transactions, except for releases and authentication of documents.
2. Transactions may be done through the following:

| Request of Student Records | |
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| TOR, Diploma, Certifications, Report of Ratings, etc. | https://forms.gle/UN4C3WqDCBt76nzS9 |
| Authentication | In-person/face-to-face |
| Graduation Application (ONLINE) | |
| Undergraduate Programs | https://forms.gle/QZ2br2nt3W7toAo98 |
| Graduate Programs | Contact the Graduate School Office |
| Enrolment (only for Submission of Entrance Credentials) | |
| Submission of Scanned Copies, thru email | lnuregistrar@lnu.edu.ph |
| Submission of Original Copies to | Registrar's Office, Leyte Normal University Tacloban City, Leyte 6500 |
| Release of Documents | |
| As scheduled by the Clerk (please bring OR, Valid ID, and Authorization, if representative) | Notifications may be sent thru email |
| Queries and Verifications | |
| Telephone | (053) 832-3180 |
| Email | registrar@lnu.edu.ph |

AUTHENTICATION OF STUDENT RECORDS

1. At the Cashiering Section, pay the processing fee.
2. At the Registrar's Office, present the following:
 - a. Official Receipt of payment
 - b. Original and photocopies of document/s for authentication/verification.
3. The Registrar's Office returns the original and releases the authenticated copies of the documents.

REQUEST OF STUDENT RECORDS

(TOR, Diploma, Certifications, and *Report of Ratings)

*- Report of Ratings-1day processing only, clearance not needed

Online Application

- a. Applicant fills out the google forms, <https://forms.gle/UN4C3WqDCBt76nzS9>
- b. Registrar's Office processes the request within 7 working days.
- c. On the 8th working day, the applicant visits the university to:
 - Secure university clearance
 - Pay the processing fee for the requested documents
 - Receive the requested document/s upon presentation of the official receipt and duly accomplished university clearance

Walk-in Application

- a. For those who may not be able to apply online they may personally visit the university and follow the procedure below:
 - Fill out the application form
 - Secure university clearance
 - Pay the processing fee
- b. Registrar's Office processes the request within 7 working days.
- c. On the 8th working day, the applicant visits the university to claim the requested document/s.

ONLINE APPLICATION FOR GRADUATION 2020

(Deadline of Submission)

Batch 1 -July 15; **Batch 2** - Sept 18; **Batch 3** - Dec 14

1. Applicant fills out the google form, <https://forms.gle/QZ2br2nt3W7toAo98>
2. Registrar's Office processes, evaluates the applications, and generates the List of Candidates for Graduation for submission to VPAS.
3. The Academic Council and Board of Regents deliberate for approval the List of Candidates for Graduation.
4. Posting of the Approved List of Candidates for Graduation.

Thank you
The Registrar's Office