



University of San Jose-Recoletos

Magallanes St., Cebu City 6000 Philippines

OFFICE OF THE REGISTRAR

UNDERTAKING AND WAIVER

(for Lacking Admission Credentials)

KNOW ALL MEN BY THESE PRESENTS:

I, _____, a Filipino, of legal age, single/married, and
(Firstname Middlename Lastname)
 a resident of _____, do hereby depose and say, that:

1. I am applying for enrolment in the University of San Jose-Recoletos, Cebu City, particularly in the School of Law this _____ of academic year
(Semester/Summer/Trimester/Quarter/School Year)
 _____;
2. I am unable to submit the following credential/s which I fully understand is/are part of the requirements for enrolment: *(please check lacking credentials)*
 - _____ Certificate of Transfer Credentials (Honorable Dismissal)
 - _____ Informative Copy of Transcript of Records
 - _____ PSA-issued Birth Certificate
 - _____ Original/Certified True Copy of Form C-1
 - _____ Original Copy of Certificate of Good Moral Conduct
 - _____ 2 x 2 colored picture
 - Others *(please specify)* _____
3. In view of the non-submission of the above-cited admission credentials, my enrolment in USJ-R is considered "**provisional**" during the said term pending submission of the necessary requirements;
4. I hereby promise to submit the lacking credentials identified above to the USJ-R Registrar's Office not later than _____;
5. I fully understand and agree that failure to submit the said requirements on or before the promised date **prevents** me from enrolling in the succeeding semester/term;
6. I agree to abide by all the rules and regulations of the University as expected of a regular student;
7. Upon receipt by the University of my documents, I will comply with the recommendations of the School of Law and the University based on the evaluation of my school records;
8. In relation to this unilateral act, I hereby agree that the University of San Jose-Recoletos is free from any liability and that I waive and release USJ-R or any of its officers and employees from any claim or action arising therefrom;
9. That my executing this undertaking and waiver is a free and voluntary act.

IN WITNESS WHEREOF, I hereunto affix my signature this _____ day of _____, 2020 at Cebu City, Philippines.

 Student's Signature over Printed Name

Contact No.: _____

E-Mail Address: _____