

USTP DIPLOMA: DUPLICATE AND REPLACEMENT Proposed Policies and Procedures

The USTP, through the proper channels, authorizes the replacement and change and/or correction of diploma in certain limited cases such as loss or damage to the original and legal correction and/or change of names.

When requesting a duplicate or replacement diploma, please note the following:

- All applicants for a replacement diploma must complete and return an application for duplicate/replacement diploma form.
- Verification of your signature by a Notary Public is required.
- Replacement of diplomas will be processed upon receipt of the completed application form and its attachments.

Loss or Damage: Duplicate Diploma

1. The applicant for a duplicate diploma must provide a statement regarding the loss of or damage to the original.
2. The person requesting the duplicate must certify on the application for duplicate/replacement diploma form that the duplicate will be returned if the original is ever found.
3. The duplicate diploma, when printed, will be marked "iteratum" or "duplicate."
4. No duplicate will be printed until at least one year has elapsed since the loss unless the original is known to have been destroyed by fire, flood, or similar cause.
5. If the original diploma is damaged, then the applicant must return as much of the diploma as has been salvaged.

Change or Correction of Name : Replacement Diploma

A student's "name-of-record" at USTP is defined as the legal name under which the student was admitted to the University. Legal name is defined as that name verified by a birth certified date (Security Paper from the National Statistics Office/NSO authenticated Birth Certificate), and/or marriage certificate.

1. Students wishing to change or correct their name in their official academic record from the name of record under which they were admitted to the University may request for the following:
 - a. Major Change. Name changes which require court proceedings and judicial action must provide the registrar with any of the following: 1) SECPA stating their new legal name. The ***Security Paper*** technically termed as ***SECPA*** and in layman's term the NSO authenticated birth certificate, also recorded in the Civil registry, is an official release of the National Statistics Office and therefore serves as legal basis for modification of spelling on family, first or middle names; 2) certified copy of the Final Decree for Change of Name; 3) Notarized Same Name Affidavit.
 - b. Minor corrections in name (e.g., spelling corrections from ***Lambunao*** to ***Lambonao***) may also be made upon presentation of the NSO authenticated corrected Birth Certificate. In such instances, the student may be expected to provide other pertinent documentation such as a current driver's license with photo, social security card, or any valid identification.
2. The original diploma must be returned;
3. Upon receipt and verification of the specified documents, the registrar will change or correct the student's name in the student's official academic record. "Official academic record" is defined as USTP's computerized student information system (PRISMS' software).
4. Upon payment of the applicable fee, the university will reissue a diploma for a graduate whose name has been legally changed/corrected.
5. The new diploma will be issued on the form currently in use with the date of the original diploma. The diploma will carry the mark "*Reprinted per BOR Resolution number, Series*"


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printed in the lower left hand corner of the diploma. This resolution will stipulate that authority is vested upon the appropriate officials of the University to sign diplomas in lieu of original signatories who have retired, resigned or died, or are no longer empowered as such.

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APPROVED

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University & Board Secretary



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