FILING OF LETTER OF INTENT TO GRADUATE

Office of the Registrar

(As presented during the Graduation Orientation for Transition Term Graduates)
**STEPS TO COMPLETING THIS PROCESS**

**STEP 1**
Evaluation of Records
(student submits request, Office of the Registrar evaluates)

**STEP 2**
Office of the Registrar generates the tentative list of graduates

**STEP 3**
Office of the Registrar sends online letter of intent (LOI) form

**STEP 4**
Student submits online LOI, Office of the Registrar evaluates further (academic requirements)

**STEP 5**
If academic requirements are complete, Office of the Registrar sends LOI to student.

**STEP 6**
Student secures clearances & settles graduation & alumni fees

**STEP 7**
Student submits LOI to the Office of the Registrar.
The tentative list of graduates is composed of students who have met the following criteria:

- student has **submitted all admission requirements** such as Form 137 (for those who were admitted to CSB from High School) or Official Transcript of Records (for those who were admitted to CSB from another tertiary school);

- is enrolled in in the last remaining twenty-four (24) or less units of his/her flowchart.
Pending obligations should be settled on or before student grade consultation schedule (August 12-18, 2015).
Below is a screenshot of the google form that the student will access and accomplish. The LINK shall be sent to his/her Benilde e-mail address. Student activates Benilde mail account to receive e-mail notification.

Letter of Intent to Graduate Form

Please accomplish this form, ensuring all information are correct and complete. As soon as we receive your response, please check your e-mail again to receive further information if you still have pending clearance and instructions on payment of the graduation, toga rental and alumni fees. Thank you!

* Required

Family Name *

Given Name *

Middle Name *

Shoulder Measurements:

TOGA MEASUREMENTS: Indicate head measurement in CENTIMETERS (toga length) *
Measurement from the NAPE OF YOUR NECK until halfway to your calf)

TOGA MEASUREMENTS: Indicate head measurement in CENTIMETERS (cap measurement) *
Measurement of your HEAD

VERIFICATION *

☐ I hereby certify that the information given is correct and complete. I understand that any false information contained here will automatically nullify my letter of intent to graduate and/or subject me to dismissal from the college.

Submit

Never submit passwords through Google Forms.
Reminders

- Students are to ensure that their contact details (e-mail address, mobile number or landline number) on the Student Information System are updated.

- Updates are to be submitted to their respective Records-in-Charge.
Students will receive this response as soon as you have properly completed the form.
STEP 1  
Evaluation of Records  
(student submits request, Office of the Registrar evaluates)

STEP 2  
Office of the Registrar comes up with tentative list of graduates

STEP 3  
Office of the Registrar sends online letter of intent form

STEP 4  
Student submits online LOI, Office of the Registrar evaluates further (academic requirements)

STEP 5  
If academic requirements are complete, Office of the Registrar sends Letter of Intent to student.

STEP 6  
Student will secure clearances & settle graduation & alumni fees

STEP 7  
Student submits LOI to the Office of the Registrar.
The Office of the Registrar will send the LOI form (with details as accomplished by the student) to the student’s e-mail;

Upon receipt, student shall print it, visit the school to secure clearances from concerned departments.
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**STEP 5**  
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**STEP 6**  
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**STEP 7**  
Student submits LOI to the Office of the Registrar.
Students Must Secure Clearance From These Offices

- **Center for Counseling and Career Services**  
  4th Floor - SDA Campus / Near Back Door – Taft Campus

- **Center for Lasallian Ministry**  
  at the back of the SDA Chapel, Mezzanine, SDA Campus / 2nd flr. Duerr Bldg near Finance Dept, Taft Campus

- **Career Placement Office**  
  Ground floor, Solomon Bldg., Taft Campus

- **Center for Social Action**  
  3/F (Left Wing), Br. Miguel Febres Cordero Bldg., Taft Campus
Who will secure clearance from Center for Social Action?

- Students who did not finish/enroll two (2) NSTPs in CSB
- Transferees with credited NSTP/s
- Those who opted to enroll in ROTC
- Foreign Students
Breakdown of Graduation Assessment

Graduation Fee P 2,860.00
Alumni Fee 220.00
Toga 1,320.00 (refundable: P850.00)
Mailing Charges 160.00

Total P 4,340.00
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**STEP 4**
Student submits online LOI, Office of the Registrar evaluates further (academic requirements)

**STEP 5**
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**STEP 6**
Student will secure clearances & settle graduation & alumni fees

**STEP 7**
Student submits LOI to the Office of the Registrar.
Submit accomplished LOI form to the Office of the Registrar (thru your Records in Charge) from **August 26-28, 2015 only**.

Upon submission:
1. We shall verify your toga and gown measurements and entries on the form;
2. You will be given an **LOI Acknowledgement Receipt**.

Online viewing graduation related schedule accessible at [https://www.benilde.edu.ph/sis/](https://www.benilde.edu.ph/sis/)
Q: I will not attend the graduation ceremony, do I still pay the graduation fees?

A: Yes, except for the toga rental fee.
Q: I did not receive an e-mail notification regarding the LOI form, why?

A: Contact your Records in Charge to inquire on this. Your contact details may not be updated or there are issues regarding academic requirement etc.
Q: I am abroad and cannot secure clearances or submit my LOI. What do I do?

A: An authorized representative may accomplish these on your behalf.
THANK YOU!