



REQUEST FOR CROSS-ENROLLMENT			
DATE OF FILING:		TERM: ☐ 1 st ☐ 2 nd ☐ Inter-Sem, A.Y.	
PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NO.	
FIRST NAME		PROGRAM	
MIDDLE NAME		YEAR	
CONTACT INFORMATION			
MOBILE NO		PERSONAL EMAIL ADD.	
COURSE/S TO CROSS-ENROLL			
Course Code	Course/Descriptive Title		Unit/s
	Total Units		
*Actual Load/Units After Cross Enrollment: _____			
SCHOOL TO CROSS ENROLL		REASON/S FOR CROSS ENROLLMENT	
Name of School: _____		☐ 1 st Cross Enrollment ☐ 2 nd Cross Enrollment	
Address: _____		_____	
_____		_____	
DATA PRIVACY CONSENT			
I hereby affirm that all information supplied is complete and accurate. Withholding or giving false information will make me ineligible for my request.			
Further, I agreed to the collection and processing of my data in relation to my request for cross-enrollment at Colegio de San Juan de Letran Calamba. I understand that my personal information is protected by RA 10173, the Data Privacy Act of 2012, and that I am required to provide truthful information. I understand that my personal information shall not be shared or disclosed with other parties without consent unless the disclosure is required by, or in compliance with, applicable laws and regulations.			
_____ Signature over Printed Name/Date			
ACTION TAKEN			
Endorsed by:	Evaluated by:	☐ Approved ☐ Disapproved by:	
_____	_____	_____	
Academic Dean Signature over Printed Name	Records Evaluator Signature over Printed Name	Registrar/College Records Officer Signature over Printed Name	
Note/s: 1. Fill out this form properly and secure the approval of the signatories. 2. Submit to the Registrar's Office for verification/evaluation. 3. Secure payment slip and pay the corresponding fee/s at the Cashier's Office. 4. Present the Service Invoice (S.I.) at the Registrar's Office to claim the official cross-enrollment permit . S.I No.: _____ 5. Submit validated OEF of cross-enrolled courses. 6. Submit certification of grades within a month after the end of the semester in the Colegio.			