GRADUATION CLEARANCE PROCESS FOR BATCH 2016

1. Attend ORIENTATION SEMINAR FOR GRADUATING STUDENTS as scheduled.

2. Accomplish ALUMNI MEMBERSHIP FORM
   - Open the RTU website and click alumni
   - Download the form and fill up all information
   - Attach latest decent picture which will also be used for the alumni ID

3. SEND the accomplished form to
   - rtu.alumnirelationsoffice@gmail.com
   - rtu_aro3@yahoo.com
   - rtugai@gmail.com
   - www.facebook.com/rtugai

4. Get CLEARANCE FORM at the Registrar's Office with an attached note "CANDIDATE FOR GRADUATION"
   a. Accomplish the form and put a check mark on the following:
      - Transcript of Record
      - Others: Alumni Fee and GMC
      - Diploma
      - Certificate of Graduation
   b. Indicate the purpose: (choose below)
      - Local Employment
      - Employment abroad (for Red Ribbon)
      - For further studies (either pursue another course or take masteral, doctoral)
      - For board exams
      - For promotion
   c. Then have it signed by the following offices:
      - Library – present Library ID
      - Accounting – check refund or balances if there are any
      - DSA – to prepare GMC
      - Laboratory
      - Dean

5. Graduating student must pay the following at the Cashier

<table>
<thead>
<tr>
<th>Description</th>
<th>College</th>
<th>Masteral</th>
<th>Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Graduation Fee</td>
<td>1,080.00</td>
<td>1,900.00</td>
<td>2,100.00</td>
</tr>
<tr>
<td>2. Alumni Fee</td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td>3. Diploma</td>
<td>150.00</td>
<td>200.00</td>
<td>300.00</td>
</tr>
<tr>
<td>4. TOR</td>
<td>150.00</td>
<td>200.00</td>
<td>300.00</td>
</tr>
<tr>
<td>5. Documentary Stamp</td>
<td>15.00</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>6. Good Moral Certificate</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Certificate of Graduation</td>
<td>25.00</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,645.00</strong></td>
<td><strong>2,715.00</strong></td>
<td><strong>3,015.00</strong></td>
</tr>
</tbody>
</table>

6. Pay P850.00 for the (colored) Yearbook @ DSA Satellite beside the Gym starting April 4, 2016.
7. Proceed to RTU-GAAI at ITC Room 213.
   - Present the receipt issued by the RTU Cashier
   - Pay P150.00 for the Alumni ID
   - Alumni ID will be processed once the alumni membership form is forwarded by ARO.
8. Proceed to the Alumni Relations Office (ARO)
   - Present the receipts and the alumni ID
   - Clearance will be signed upon compliance of all the requirements
9. Photocopy all receipts of payments and signed clearance.
10. Proceed to SRAS and submit the original clearance and copy of receipts of payments.