



GRADUATE SCHOOL  
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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Date: \_\_\_\_\_

**JOMAR F. RABAJANTE D.Sc.**

Dean  
Graduate School, University of the Philippines Los Baños  
College, Laguna

**Dear Dr. Rabajante,**

I am \_\_\_\_\_ with student number \_\_\_\_\_  
Name of Student (First, Middle, Last)

under the degree of \_\_\_\_\_  
Degree Program

writing to formally request for  late enrollment /  late payment

(Note: Tick 'Late Enrollment' if you failed to enroll during the registration period. Tick 'Late Payment' if you failed to pay on the last day of the change mat period.)

for the subject of:

Course No.	Units	Lec. Section	Lab. Section	Time	Day	Validated by (Name of Faculty In-charge)	Signature

in the  1<sup>st</sup>  2<sup>nd</sup>  Midyear of Academic Year/Term 20\_\_-20\_\_ due to \_\_\_\_\_

Thank you very much for considering my request.

Sincerely,

APPROVED/ DISAPPROVED:

\_\_\_\_\_  
Signature over printed name of student  
Date: \_\_\_\_\_

**JOMAR F. RABAJANTE D.Sc**  
Graduate School Dean  
Date: \_\_\_\_\_

Endorsed by:

\_\_\_\_\_  
Temporary Adviser/ Chair of Guidance/ Chair Advisory Committee  
(Signature over printed name)

Date: \_\_\_\_\_