

ONLINE DOCUMENTS REQUEST FORM

NAME: _____

ADDRESS (for verification in records): _____

ADDRESS (for shipping): _____

CONTACT NO (for shipping): _____

EMAIL ADD: _____

DATE ENROLLED: _____

DATE GRADUATED: _____

Steps : (AHA will only accepts requests through email using the form provided)

1. Print to fill – up form. Then scan and email back to ahaalumnirequest@gmail.com for assessment. The shipping plus handling fee (P350.00) will be added to the total amount to be paid.
2. Form needs to be filled up by ALUMNI only since signature has to be verified. Please attach valid government issued ID of ALUMNI for verification.
3. Wait for an email reply for the assessment which will indicate shipping/handling fee and **the total amount to be paid.**
4. Pay through BDO, deposit to AHA account SA#00168029478 2.
5. Email back the deposit slip to ahaalumnirequest@gmail.com
6. Processing time will start from the day payment is completed and confirmed. Please follow the steps. Failure to follow the STEPS as indicated above will delay the processing of your request.

	Certificate of Good Moral Character (School has the right not to issue if conduct of student is not satisfactory based on student handbook) (P250.00/copy)	
	Letter of Recommendation (Provide Company Name, Contact Person and Address)	
	Certificate of Honorable Dismissal (P250.00/copy)	
	Certificate of Enrollment (P250.00/copy)	
	Proof of Education Eligibility (P250.00/copy) Student should provide the form	
	Certificate of Graduation/Completion (P250.00/copy)	
	Certificate of Training (NCII) (P250.00/copy) – lead time 8 weeks	
	True copy of Grades (P250.00/copy)	
	Transcript of Records (P1,000)	

	Certified True Copy of Transcript of Records or Diploma (P100/copy) Student should provide photocopy of TOR	
	Diploma (one time release only) (Processing fee = P250)	
	Certified True Copy of Diploma (P100/copy) Student should provide photocopy of Diploma	
	Documents for CAV - SO, TOR, Training Certificate, Certification (P1500) – lead time is 8 weeks.	
	Special Document request (P2500) other than above, lead time is depend on nature of request: Please specify.	

* Document/s checked above shall be processed only after the request form has been submitted and all fees **plus shipping/ handling costs** have been paid and confirmed. Documents shall be released 2 to 4 weeks lead time depending on the document/s requested. For rush 1 week lead time, fee is plus P3000 and shipping/handling costs.

* To All Alumni who have graduated **since 2010 or more than 10 years** (and are requesting for documents for the first time), you need to present the following through email to ahaalumnirequest@gmail.com FOR VERIFICATION (for the protection of school and Alumni):

1. Submit any one of the following:
Proof that you have graduated from our program
 - a. Duly accomplished clearance form
 - b. Transcript of Records
 - c. Official receipts (proof of enrollment)
2. Write a letter to explain reason why it took 10 years or more to claim your documents.

Failure to comply with the above will delay your request for documents. And a special processing fee of P5,000 may be required.

REQUESTED BY: _____

DATE/ SIGNATURE OF ALUMNI: _____