



DOCUMENTS REQUEST FORM

Student's Information			for PIC USE ONLY	
Student Number:			Admission Department	Remarks
Surname:			Previous Transcript []	
First Name:			Application Form []	
Middle Name:			2x2 Picture []	
Date of Birth:			Signature over printed name	
Contact Number:			Registrar Division (Grades):	
Present / Home Address:			Remarks	
Email Address:			1st Term	
Date Filed:			2nd Term	
Student Signature:			3rd Term	
Program/ Course in PIC:			4th Term	
Major:			(for Master's Degree) 5th Term	
Section / Venue:			(for Doctorate Degree) 6th Term	
Professor/Adviser:			(for Bachelor's Degree) 7th Term	
Previous School Name:			(for Bachelor's Degree) 8th Term	
Previous School Address / Branch:			Signature over printed name	
Degree/Program/Course & Major:			Registrar Division (Comprehensive Examination)	Remarks
Date of Graduation / Last year attended:			Passed or Failed:	
Transcript of Records' Remarks (put checkmark) <input checked="" type="checkbox"/>				
1. for Promotion Purposes only []		4. for employment purposes only []	Signature over printed name	
2. for Evaluation Purposes only []		5. for abroad purposes only []	Registrar Division (Thesis / Dissertation Writing)	
3. for further studies, honorable dismissal is needed []		6. others (please input):	Remarks	
*specify the college/university :			Pre-Oral Defense:	
for Student use (put the qty or check the document request)			Final Oral Defense:	
List of Documents: <input checked="" type="checkbox"/>	Put checkmark & Quantity	Fee (for Payment Division use)	Signature over printed name	
1. Transcript of Records	[]		Registrar Division (Manuscript Submission)	
2. Complete Academic Requirements	[]		Remarks	
3. School Curriculum / Prospectus	[]		Thesis / Dissertation Book:	
4. Certifications:			Softcopy (USB):	
*Grades	[]		Signature over printed name	
*Units Earned	[]		PAYMENT DIVISION	
*Registration	[]		for Bachelor, Master's & Doctorate Degree	
*Enrollment	[]		Balance / Remarks	
*Medium of Instruction	[]		1st Term	
*Graduation	[]		2nd Term	
5. Diploma	[]		3rd Term	
6. School ID	[]		4th Term	
7. CAV Certification	[]		(for Master's Degree) 5th Term	
*Other expenses (transportation)	[]		(for Doctorate Degree) 6th Term	
			(for Bachelor's Degree) 7th Term	
8. Certification	[]		(for Bachelor's Degree) 8th Term	
			Signature over printed name	
9. Certified True Copy (please specify)	[]		DOCUMENT/S PAYMENT	
			Official Receipt Number:	
			Date Paid:	
			Mode of Payment:	
			Total Amount Paid	
			Signature over printed name	
10. Honorable Dismissal /Other request:	[]		Checked by:	
			Signature over printed name	
			Director	
		TOTAL AMOUNT		

NOTE: If a student requests to cancel after 10 days, PIC can not give a refund.



PACIFIC INTERCONTINENTAL COLLEGE

PROCEDURES AND REQUIREMENTS:

1. Fill out the Request Form and send the scanned copy via e-mail at app@pic.edu.ph. Request Form is downloadable in PIC Website at https://www.pic.edu.ph/ph/admission_03.html

STUDENTS ARE HIGHLY ADVISED THAT TUITION AND OTHER FEES BE PAID DIRECTLY TO PIC'S OFFICIAL BANK ACCOUNTS. SUBMIT THE REQUEST FORM AND ATTACH THE PROOF OF PAYMENT/S FOR DOCUMENTS IN PIC BANKS ONLY THROUGH E-MAIL.

(IT IS MANDATORY TO PUT YOUR NAME TO ALL DEPOSIT SLIPS TO ENSURE THAT YOUR PAYMENTS AND DOCUMENT REQUESTS ARE PROPERLY PROCESSED AND CREDITED TO YOUR ACCOUNT. BANK/S , MOSTLY, DO NOT DISCLOSE THE PAYOR ONLY REFERENCE NUMBER, AMOUNT AND DATE ARE PROVIDED)

2. Upon completion of all requirements such as tuition fees, grades, documents' fees, transcript from previous school (copy for PIC), application form and picture, a period of validation will start for processing of documents' request.

STRICTLY, INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED!

Contact Us

(02) 8872 0773; (02) 8478 7710

+63998 853 6995 +639171839433 +63917 570 5039

app@pic.edu.ph

www.pic.edu.ph





PACIFIC INTERCONTINENTAL COLLEGE

PIC BANK INFORMATION:

BANK: BANCO DE ORO (BDO)

ACCOUNT NO.: 000 681 156 252

HOLDER NAME: PACIFIC INTERCONTINENTAL COLLEGE (PIC), INC.



BANK: PHILIPPINE NATIONAL BANK

ACCOUNT NO.: 1454 1010 1072

HOLDER NAME: PACIFIC INTERCONTINENTAL COLLEGE



BANK: LAND BANK OF THE PHILIPPINES (LBP)

ACCOUNT NO.: 2461 1037 26

HOLDER NAME: PACIFIC INTERCONTINENTAL COLLEGE (PIC) INC.



BANK: METROBANK

Account Name : Pacific InterContinental College (PIC), Inc.

Account Number : 218-7-218514240



BPI: Bank of the Philippine Islands

Account Name : Pacific InterContinental College (PIC), Inc.

Account Number : 8333 1075 71



Kindly EMAIL the scanned or picture copy of the deposit slip & send to app@pic.edu.ph

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