

**Document Checklist for Graduate Degree Completion Request,  
Second Semester, Academic Year 2025**

- 1. **Academic Completion Checklist**
- 2. **Transcript:** Download from the Gloves System
- 3. **Registration Report (CR54)** for the Graduation Semester in the Reg Chula System  
(Except for students maintaining academic status)
- 4. **Evidence of Submission of the Request for Graduation** in the Reg Chula System
- 5. **Memorandum Request** for Adding Elective Courses to the Curriculum (if applicable)
- 6. **Memorandum for Submission of Thesis Examination Results** with a Copy of the Thesis Examination Report
- 7. **Copy of English Proficiency Test Scores** / Resolution of the Program Administrative Committee Approving the Exemption of English Test Scores  
(Attach supporting details from the admission announcement – in case of using scores higher than the university requirement)
- 8. **Report on the Submission of the Final Thesis** from the i-Thesis System
- 9. **Evidence of Final Thesis Submission** via E-mail, as Required by the Graduate School
- 10. **Academic Work** that has been accepted or approved for publication or dissemination according to University Regulations
  - Master's Degree**
    - Proceeding/ Research Article
    - OR  Acceptance Letter for the Publication (with the Manuscript) or Dissemination of Academic Work, including specific details such as (i) the issue number and (ii) the publication or dissemination date of the academic work by the journal.
  - Doctoral Degree**
    - Research Article
    - OR  Acceptance Letter for the Publication (with the Manuscript) or Dissemination of Research Article, including specific details such as (i) the issue number and (ii) the publication or dissemination date of the academic work by the journal
- 11. Approval Letter for Graduation (in the case of receiving RGJ scholarships or other scholarships with graduation conditions)

**Note**

Request for the Department/Program to Submit the Original Documents as listed in Items 1-11 to the Academic and Student Affairs Office by **July 22<sup>th</sup>, 2026**. If the deadline is missed, the student will not be able to graduate in the second semester of the 2025 academic year. The following is **the schedule for the review of graduate degree candidates for the second semester of the 2025 academic year:**

Date of Submission of Documents to the Academic and Student Affairs Office	Faculty Administration Committee	The University Council
February 2, 2026	February 9, 2026	February 26, 2026
February 16, 2026	February 23, 2026	March 26, 2026
March 2, 2026	March 9, 2026	
March 16, 2026	March 23, 2026	April 30, 2026
March 30, 2026	April 7, 2026	
April 20, 2026	April 27, 2026	May 28, 2026
May 4, 2026	May 12, 2026	June 25, 2026
May 18, 2026	May 25, 2026	
June 8, 2026	June 15, 2026	
June 21, 2026	June 29, 2026	July 23, 2026
June 29, 2026	July 6, 2026	August 27, 2026
July 13, 2026	July 20, 2026	
July 22, 2026	July 24, 2026	

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 (.....) Student Requesting Graduation  
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