



OFFICE OF THE REGISTRAR

2544 Taft Avenue, Manila, Philippines 1004
Phone No. (632) 526-7441 to 47 loc. 103, 108, 160, & 162
Direct Line: (632) 525-8809 | Telefax: 536-4225
http://www.dls-csb.edu.ph/registrar

LEGAL GUARDIANSHIP FORM

Term, School Year

Instructions:

The Legal Guardian is authorized to sign/approve school-related requests and reports in the parent(s) behalf and to represent the parent(s) in all school activities.

The Legal Guardianship Form (LGF) is designed for parents to provide instructions to DLS-CSB thru the Office of the Registrar in relation to the legal guardian of their children while they are enrolled in the college. To formally identify a legal guardian, please accomplish this form and attach the following requirements:

- For Foreign Students: Parent's Letter of Appointment duly stamped by the Philippine embassy of origin.
For Local Residents: Court order or Parent's Letter of Appointment duly notarized.

Student's Information:

Student Name: SURNAME FIRST NAME MIDDLE NAME

Degree Program: Citizenship

Parent's Information:

Parent's Name: SURNAME FIRST NAME MIDDLE NAME

Mailing Address:

Contact Numbers: Specimen Signature:

Legal Guardian's Information:

Legal Guardian's Name: SURNAME FIRST NAME MIDDLE NAME

Mailing Address:

Contact Numbers: Specimen Signature:

De La Salle-College of Saint Benilde (DLS-CSB) Office of the Registrar periodically sends the "Grades to Parents Report". This report contains a summary of the academic performance of their children. Please indicate where you wish this report to be sent by checking the appropriate box below:

- Parents
Legal Guardian

Other instructions to the Office of the Registrar:

NOTARY

Document No:
Page No:
Book No:
Series of:

Color Code: Foreigner - White
Local - Green