

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_ Major: \_\_\_\_\_

Request *(Please be specific):*

Reason for request *(Please be specific and add an additional page if needed.):*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit completed form to the Office of the LAPU Registrar. All necessary signatures will be obtained for you.**

Ph: 626-268-0402 | Email: [registrar@lapu.edu](mailto:registrar@lapu.edu)

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**Signature Section**

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Academic Dean/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Approve \_\_\_\_\_ Deny \_\_\_\_\_

*Comments (required):*

Financial Services \_\_\_\_\_ Date: \_\_\_\_\_

Approve \_\_\_\_\_ Deny \_\_\_\_\_

*Comments (required):*

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**Registrar Office Use Only**

Approve  Deny

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

Comments: \_\_\_\_\_

Logged: \_\_\_\_\_