

University of the Philippines Los Baños  
College, Laguna

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for Academic Affairs  
UPLB, College, Laguna

Dear **Vice Chancellor** \_\_\_\_\_ :

I would like to request for readmission/extension of residence/reinstatement for 1<sup>st</sup>/2<sup>nd</sup> semester \_\_\_\_-\_\_\_\_. I was Permanently Disqualified (PD)/Dismissed/scholastically delinquent/AWOL for the following reasons (pls. indicate problems/reasons for failure):

- 1.
- 2.
- 3.

Please find attached my proposed action plan to ensure that the delinquency will not happen again.

Truly yours,

\_\_\_\_\_  
Printed Name over Signature  
Student No.:  
SAIS No.:  
Contact No.:  
E-mail add.:

Recommending Approval/Disapproval

\_\_\_\_\_  
College Secretary, CVM

Recommending Approval/Disapproval

\_\_\_\_\_  
Dean, CVM

Approved/Disapproved

\_\_\_\_\_  
Vice Chancellor for Academic Affairs