



**AAO MEMORANDUM CIRCULAR NO. 2023-002**

**FOR : AUSL ALUMNI, 2018 AND PRIOR YEARS**

**FROM : ALUMNI AFFAIRS OFFICE**

**DATE : 18 SEPTEMBER 2023**

**SUBJECT : JURIS DOCTOR DEGREE APPLICATIONS GUIDELINES**

1. The Legal Education Board (LEB) has approved the school's application to reissue diplomas, official transcript of records, and other academic credentials of Bachelor of Laws (LI. B.) graduates from 2018 and prior.

2. The diploma conferring the LI. B degree shall be substituted by the Juris Doctor (JD) degree pursuant to LEB Resolution No. 19, s. 2018 dated December 1, 2018.

3. The new JD diploma and transcript will be issued upon the request of the alumni/graduate after verification and validation with the records.

4. Steps to process the JD application:

A. Access the google link provided to register your student information as follows:

Full Student Name

Student Number (optional)

CHED Special Order Number / LEB Certification Number

(refer to the Transcript of Records and/or Diploma)

Date of Birth

Place of Birth

Gender

Father's Name

Mother's Name (complete maiden name)

Month and Year Graduated (refer to the Transcript of Records and/or Diploma)

Contact Number

Email Address

Postal/Permanent Address





**ARELLANO UNIVERSITY**  
**SCHOOL OF LAW**  
Taft Avenue Corner Menlo Street, Pasay City, Philippines



Confirm your attendance in the JD conferment.

Yes ( ) No ( )

Attach clearance application by accomplishing the "Request for Issuance of JD Academic Credentials" form (RO25).

- B. Clearance shall be processed by the Alumni Affairs Office with the concerned offices.
- Once confirmed and cleared, the applicant pays the prescribed fees by coordinating with the Finance Office.
  - The deadline for registration is until November, 2023 or such date as the Registrar's Office may determine based on availability of its records.
  - Conferment Date will be announced after the lapse of the e-registration period.
  - The Registrar's Office—JD committee shall reply by email and post announcements on the AUSL website further updates, and for other details and/or information on credentials reissue and the graduation rites.
  - Any questions/concerns may be referred to the AUSL addressed to Atty. Gabriel P. Dela Peña, Executive Director and/or Atty. Arnaldo M. Espinas, Director for Alumni Affairs Office through email at [alumni@arellanolaw.edu](mailto:alumni@arellanolaw.edu)

Thank you and we shall see you soon!

Hail to the Chiefs!

Atty. Arnaldo M. Espinas  
Director, Alumni Affairs Office *on 9-18-23*

Approved:

  
Atty. Gabriel P. Dela Peña  
Executive Director