

External Services

Request for Issuance of Referral Letter

This service provides bona fide University of Makati students, faculty members and staff information on accessing information resources beyond the collection of the University of Makati Library Learning Commons.

Office or Division:	Library Learning Commons			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	UMak Students and UMak Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>1. For students- any of the following: Official proof of enrollment (e.g., valid ID, Certificate of Registration (COR), University Email Account</p> <p>For UMak Employees- any of the following: valid ID, University Email Account</p>		<p>Office of the University Registrar</p> <p>Human Resources Management Office</p>		
<p>2. Duly Accomplished form for Request of Referral Letter</p> <p>For Employees: https://docs.google.com/forms/d/1bnvr3SgRbEfMsMqzOggDmapqPGr7c4N5OI_CREjS1ks/edit</p> <p>For Students: https://docs.google.com/forms/d/14oXEEVI8m4A8G70eaJiX3Gq4Ju3g6tfsVrOlzwm2Quw/edit</p>		UMak Library Learning Commons		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and hand-in accomplished form of request for referral letter.	1. Verify identity and library privileges of client	None	5 Minutes	Library Personnel Information Services and Instruction Section, Main Library or College / Unit Libraries
2. Provide additional information as requested by the librarian.	2. Construct a referral letter according to the information provided by the patron. Forward a copy of the letter afterwards.	None	10 Minutes	

	TOTAL:	15 Minutes
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