

# ONLINE ALUMNI ID APPLICATION

## FREQUENTLY ASKED QUESTIONS (FAQS)

1. Who can avail an alumni ID?

Lyceans who successfully completed and finished Senior High School, baccalaureate degree, associate degree, ETEEAP program or post-graduate degree can avail their LIFETIME alumni ID. Also, those who have finished their Shipboard Training for BSMT and BSMARE supported with their clearance form.

2. How can I apply for alumni ID?

You can claim the alumni ID by yourself or through a representative.

a. File your application here: <https://myportal.lpubatangas.edu.ph/cdap/>

b. Enter your Student Number, Date of Birth and Processing Type.

- For the verification of Student Number, you may call the CDAP Office at (043) 723 – 0706 loc. 182 or the Registrar's Office at (043) 723 – 0706 loc. 157 – 159.
- If student number and date of birth are correctly provided, the succeeding fields will automatically be filled – out.
- The given data are based on the records of the university.
- Female applicants may use their Married Name by providing and uploading scanned copy of Certificate of Marriage as supporting document.

c. Once the fields have been completely filled – out, click “Submit my Request”.

Note

a. Fresh graduates must have filed their clearance before processing the alumni ID.

b. The alumni must process the Alumni ID within five (5) working days. Otherwise, the application will be cancelled.

3. How can I apply for or claim my alumni ID through a representative?

The representative of the alumni must provide and upload the following documents:

**Alumni ID (NEW)**

- Authorization Letter signed by the Alumni and Requesting Party (PDF or JPG Format)
- One (1) valid ID of the authorized person (JPG format)
- One (1) valid ID of the alumni (JPG format)
- 2x2 picture of the alumni (ID processor's use) (JPG format)
- E-signature with white background (JPG format)

Additional Document for **Alumni ID Renewal**

- Photocopy of the OLD Alumni ID (if available) RENEWAL

Additional Document for **Alumni ID Replacement**

- Affidavit of Loss issued by Office of Student Affairs (OOSA) at JPL 2<sup>nd</sup> Floor (Hard Copy)

4. How much does the alumni ID cost?

It costs P289.00 with LIFETIME validity.

For batch 2015 to 2019, the alumni shall pay an additional fee only to be indicated by the Accounting Personnel.

For batch 2014 and below, the alumni shall pay the whole fee.

For graduates of BSMT, BSMARE, ETEEAP, Graduate School, the alumni ID fee shall be indicated by the Accounting Personnel.

\*\*\*Prices are subject to change without prior notice.

5. What are the perks and privileges of the alumni card?

The university have several partner establishments that offer discounts to alumni ID holders, apart from the discounts given by the University. For the complete list of partner establishments, please visit <https://lpubatangas.edu.ph/lpu-batangas-alumni-id-privileges/>

6. I lost my previous alumni card. How can I replace it?  
The alumni must present a notarized Affidavit of Loss issued by Office of Student Affairs (OOSA) at JPL 2<sup>nd</sup> Floor. After securing the document, the alumni may proceed to CDAP Office for assistance.
7. Can I replace my old/damaged alumni ID?  
Yes, you can apply for the replacement of your old/damaged alumni ID. A replacement fee of P289 shall be paid at the Cashier's Office and the old/damaged alumni ID shall be surrendered to Career Development, Alumni and Placement (CDAP) Office. If you want to keep your old alumni ID, authorized personnel from the CDAP Office will have it punched to terminate its validity.
8. Is my alumni ID a valid ID?  
Your LPUBAA ID or alumni ID is your passport to claim your yearbook and photo package. Your alumni ID must also be presented whenever you avail any of the discounts and privileges from our partner establishments.
9. Where can we claim our alumni ID?  
If you have successfully accomplished your online alumni ID application, you may claim your alumni ID at the Bookstore located at 2<sup>nd</sup> Floor of JPL Building.
10. Can I use my married name in my alumni ID?  
Yes, you may use your married name in your alumni ID provided with your marriage certificate.
11. Is there an office to assist the walk-in applicants?  
Yes, you may visit the Career Development, Alumni and Placement (CDAP) Office at SHL Building, Room 107 for further assistance.
12. When can I apply my Alumni ID?  
You may file an application once you have graduated from the university. Our office is open Monday to Friday from 8:00 a.m. to 5:00 p.m. and every Saturday from 8:00 a.m. to 12:00 noon.

**IMPORTANT REMINDER:** Please check the spelling of your name in your alumni ID before the ID processor prints it. In case that your name has been printed wrongly, you need to apply again for a new alumni ID.