

Staple 2 recent
Passport size
photographs here.

Please sign
photographs
at the back.

University of the Philippines Diliman
OFFICE OF THE UNIVERSITY REGISTRAR
Diliman, Quezon City 1101
Philippines

UNDERGRADUATE
ADMISSION APPLICATION
(Local Transfer only)
SEM/SCH. YR _____

Application fee P100 P150
(Non-refundable) \$ 30
O.R. No _____
Date _____ By _____
EVALUATION
GWA _____ Units _____
Degree _____
Referred to _____
Deficiencies _____

NAME _____
LAST FIRST MIDDLE MAIDEN

SEX Female Male CITIZENSHIP _____ RELIGION _____

CIVIL STATUS Single Married If married, name of Spouse _____

DATE OF BIRTH _____ PLACE OF BIRTH _____ E-MAIL ADDRESS/
CONTACT NOS. _____

PERMANENT HOME ADDRESS _____

CURRENT ADDRESS _____

NAME OF FATHER _____ NAME OF MOTHER _____

STATUS : TRANSFER STUDENT (Has taken college courses/graduated from another school) REJOINING (UP graduate: will earn a second degree)
 DEGREE HOLDER FROM OTHER SCHOOLS (applying for a 2nd degree)

DEGREE PROGRAM/S APPLIED FOR
(list according to priority)

1. _____ 2. _____ 3. _____

HIGH SCHOOL ATTENDED: _____
Name of School Location Years Attended Date of Graduation

COLLEGE/S ATTENDED: _____
Name of School(s) Location Sem(s) & Year(s) Attended Degree Pursued Date of Graduation

Are all grades for all collegiate subjects enrolled in already submitted with this application? Yes No

Are you enrolled this **MIDYEAR TERM (June-July)** ? Yes No

Have you ever been subject to academic or disciplinary action (i.e. probation, suspension, dismissal, expulsion) from any institution attended?
 Yes No If yes, explain giving the dates and other details: _____

I hereby affirm that all information supplied herein is complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agree to abide by the policies, rules and regulations of the University of the Philippines.

Signature

Date

Please read Guidelines for Transfer at the back of this form.
NOTE: Application Period for Local Transfer applicants – JUNE 1-30 (working days only)

GUIDELINES FOR TRANSFER FROM OTHER UNIVERSITIES AND COLLEGES

Students with previous college work from another University who want to transfer to the University of the Philippines (UP) must satisfy all admission requirements of the accepting unit/college. Applicants for transfer shall be considered for admission to the University only during the first semester of each academic year.

In general, a transfer applicant may be evaluated for admission provided that:

- (1) he/she presents grades for all collegiate academic subjects taken outside UP for evaluation;
- (2) he/she shall have completed, outside the University, **at least 33 academic units equivalent to UP courses**;
- (3) he/she meets the general weighted average (GWA) requirement of the program applied for. Depending on the degree program, the GWA requirement can be at least 1.5 or 1.75 or 2.00 for all the collegiate academic units taken outside of UP; University rules prescribe a **minimum GWA of 2.00 for transfer admission into any degree program in the University**.
- (4) he/she satisfies other admission requirements of the admitting college/unit prescribed for each degree program such as interview, talent test or written or oral examination;
- (5) he/she falls within the quota of the program at the time of application. Applicants shall be ranked according to the criteria set by the admitting program and the cut-off shall be determined by the college/unit based on their quota; and
- (6) he/she will have to complete in the University not less than 50% of the units required in the program which should include **ALL** upper division courses;

To graduate with honors, he/she will have to complete 75% of the required number of units and must be in residence for 2 years.

Note: Transfer applicants from other schools should not enroll during MIDYEAR TERM (JUNE TO JULY).

REQUIREMENTS TO BE SUBMITTED

Every new transfer applicant should submit the following at least one month prior to registration:

- (1) a certified true copy of grades (TCG) and 4 photocopies, from each college attended for evaluation, regardless of his intentions to validate his advance credits (**classcards are not accepted**). The TCG should be original signed by the **Registrar or his/her authorized representative**; **Do not apply for an honorable dismissal unless you have been accepted into a program.**
- (2) an accomplished application form (UP Form 3) which may be obtained from the Admission and Registration Section, Office of the University Registrar (OUR) upon presentation of the TCG. **You are allowed to apply in not more than three (3) programs.**
- (3) two passport-sized photographs; and
- (4) a non-refundable fee of Php. 100.00 for Filipinos (Php.150.00 for resident foreign applicants or US\$30 for non-resident foreign applicants).

RESULT OF APPLICATION

The results of the initial evaluation done by OUR will be available around the first week of July. Applicants who satisfy the minimum requirements will still be referred to the respective colleges for final action. You may inquire about the results around third week of July. Please make alternative plans in case you are not admitted.

ADDITIONAL INFORMATION

Submission of Entrance Credentials

All qualified applicants whose applications have been processed by the OUR and evaluated by the concerned units must submit the following before they are finally accepted and issued the University Admission Slip.

1. College admission slip
2. Student directory (2 copies)
3. Certificate of Honorable Dismissal/Transfer Credential
4. Medical Certificate from UP Health Service
5. NSO Birth Certificate (original to be presented & a photocopy)
6. Official Transcript of Records (**to be send here @ OUR thru mail**)

If credentials submitted are confirmed to be spurious, admission will be revoked.

CONFORME:

This is to certify that I have read and understood and will abide by the Guidelines for Transfer Students From Other Universities and Colleges to the University of the Philippines Diliman.

DATE

SIGNATURE OVER PRINTED NAME

Validation for Advanced Credits

Advanced credits for courses taken outside the University may be granted upon passing the prescribed validation examination.

Admitted undergraduate transfer students must validate all the courses they are offering for advanced credits at the rate of at least 18 units a semester from the date of their admission. Their admission will be on a probationary basis until all subjects taken outside UP which are required for their program have been validated or repeated, in accordance with the rule on validation of courses. Students will not be allowed to enroll in a subject, the prerequisites of which, taken elsewhere, have not been validated, or repeated, as the case may be.

Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation, provided they have a general weighted average of 2.00 or better. Before a student is allowed to major in any discipline, however, the major discipline may prescribe additional courses of up to 18 units of general education courses and/or preparatory courses for the major.

UNDERGRADUATE DEGREE PROGRAMS

(Unless otherwise indicated in parenthesis, an undergraduate degree is ordinarily earned after four years of studies.)

BA ANTHROPOLOGY	BS GEOLOGY
BS APPLIED PHYSICS (5)	BA HISTORY
BA (PHIL STUDIES)	BS HOME ECONOMICS
BS ARCHITECTURE (5)	BS INTERIOR DESIGN
BA ART STUDIES	BA JOURNALISM
BS FAMILY LIFE & CHILD DEV'T	B LANDSCAPE ARCHITECTURE
BA BROADCAST COMMUNICATION	B LIBRARY & INFORMATION SCIENCE
BS CHEMICAL ENGINEERING (5)	BS HOTEL, RESTAURANT & INSTITUTION MANAGEMENT
BS BIOLOGY	BS INDUSTRIAL ENGINEERING (5)
BS BUSINESS ADMINISTRATION	BA LINGUISTICS
BS BUS ADM & ACCOUNTANCY (5)	BA MALIKHAING PAGSULAT SA FIL
BS BUSINESS ECONOMICS	BS MATERIALS ENGINEERING (5)
BS CHEMISTRY	BS MATHEMATICS
BS CIVIL ENGINEERING (5)	BS MECHANICAL ENGINEERING (5)
BS CLOTHING TECHNOLOGY	BS METALLURGICAL ENGINEERING (5)
BA COMMUNICATION RESEARCH	BS MINING ENGINEERING (5)
BS COMMUNITY DEVELOPMENT	BS MOLECULAR BIOLOGY & BIOTECHNOLOGY
BS COMMUNITY NUTRITION	B MUSIC (5)
BA COMPARATIVE LITERATURE	BA PHILOSOPHY
BS COMPUTER SCIENCE	B PHYSICAL EDUCATION
BS COMPUTER ENGINEERING (5)	BS PHYSICS (5)
BA CREATIVE WRITING	BA POLITICAL SCIENCE
BS ECONOMICS	BA PSYCHOLOGY
BS ELECTRICAL ENGINEERING (5)	BS PSYCHOLOGY
BS ELECT & COMM ENGG (5)	B PUBLIC ADMINISTRATION
B ELEMENTARY EDUCATION	B SECONDARY EDUCATION
BA ENGLISH STUDIES	BS SOCIAL WORK
BA EUROPEAN LANGUAGES	BA SOCIOLOGY
BA FILIPINO AT PANITIKAN NG PILIPINAS	BA SPEECH COMMUNICATION
BA FILM	B SPORTS SCIENCE (5)
B FINE ARTS	BS STATISTICS
BS FOOD TECHNOLOGY (5)	BA THEATRE ARTS
BS GEODETIC ENGINEERING (5)	BS TOURISM
BS GEOGRAPHY	

Please refer to the **PRIMER FOR TRANSFER APPLICANTS FROM OTHER SCHOOLS/UNIVERSITIES** for the list of courses open for transfer applicants, **GWA** and specific requirements per programs. **PRIMER** will be posted at **OUR** website @ our.upd.edu.ph and at **Admission & Registration Section, Office of the University Registrar** lobby during the application period.