

ONLINE SUBMISSION OF APPLICATION AND REQUIREMENTS FOR SECOND-DEGREE/TRANSFER APPLICANTS FROM OTHER SCHOOLS AND UNIVERSITIES FOR ACADEMIC YEAR 2022-2023

Application period: June 01-30, 2022 (until 5PM of 30 June 2022 only)

Incomplete requirements will not be accommodated.

Applicants to B Fine Arts and B Music are required to take a talent test. Application to these programs should be made directly to the colleges concerned.

For the College of Fine Arts, click [here](#).

For the College of Music, click [here](#).

1. Download and fill out Application Form. (For local applicants and Filipinos studying in schools abroad, click [here](#) to download. For foreign applicants, click [here](#) to download), **attach a recent 2x2 ID picture and have it scanned.**

Things to consider in filling out the application form

a. Refer to the [PRIMER AY 2022-2023](#) for the list of degree programs that are open for transfer applicants, their specific requirements such as GWA, schedules of interview /exam, etc.

(Click [here](#) to view to the Primer)

b. Applicant may apply for a maximum of three (3) degree programs.

c. Do not forget to sign the application form.

2. Prepare the following required documents:

a. Accomplished application form (UP Form 3/3.1) with recent 2x2 photo.

b. Certified true copy of grades (TCG)/scholastic records from each college/school attended duly signed by the registrar/school head or its authorized representatives.

***Note:** Do not apply for Honorable Dismissal/transfer unless you have been accepted into a degree program*

c. Certificate of No Enrollment for the gap semesters/year (if applicable)

***Note:** Gap semester/year is the semester/year without any enrollment in any academic institution prior to this transfer application. You may download a sample template [here](#).*

Additional Requirements:

d. If the applicant is a **graduate of a 2-3-year academic program** (Diploma/Associate)

- Certificate of ladderized program from the previous school/college
- Certificate of government recognition from the previous school/college

e. **Local second-degree applicants/Filipinos studying abroad applying for a second-degree**, soft copy of your “proof of payment” of the application fee (click [here](#) for the instructions).

f. **Foreign second-degree/transfer applicants**, soft copy of your “proof of payment” of the application fee (click [here](#) for the instructions).

3. Rename all your files with this format: Lastname_Firstname_document.filetype
(e.g., DelaCruz_Juan_TCG.pdf, DelaCruz_Juan_proofofpayment.pdf)

4. For local applicants, submit the required documents [here](#). For foreign applicants and Filipinos studying in schools abroad, submit the required documents [here](#).

Note: Application submitted via email will not be entertained.

5. Wait for UPD OUR's email regarding the result of your initial evaluation. The result will be sent to your email address.

For further inquiries:

You may call at 8981-8500 local 4556 or local 4557 for foreign applicants and Filipinos studying abroad (MWF, 8-5 only)

For local applicants, you may email arschief.ourdiliman@up.edu.ph

For foreign applicants and Filipinos studying in schools abroad, you may email onestop_our.updiliman@up.edu.ph

NOTE:

ACCEPTANCE TO A DEGREE PROGRAM IS SUBJECT TO AVAILABILITY OF SLOTS.

ACCEPTANCE TO A DEGREE PROGRAM IS PROVISIONAL SUBJECT TO VERIFICATION AND SUBMISSION OF ORIGINAL APPLICATION FORM AND REQUIREMENTS.