

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

Staple 2 recent
2"x2" photographs
here

Print and sign over printed
name
at the back of the photographs

**UNDERGRADUATE
ADMISSION APPLICATION
(Local Transfer only)
Semester/School Year _____**

EVALUATION	
GWA _____	Units _____
Degree _____	
Referred to _____	
Deficiencies _____	

SUBJECT TO AVAILABILITY OF SLOTS
Do not write inside this box

Application fee (Non-refundable)

P100 (for second degree applicants only)
O.R. No. _____
Date _____ By _____

P100 (c/o Higher Education Subsidy)
Reference No _____
Less Higher Education Subsidy: P100
Total Amount due: P0
Date _____ By _____

NAME _____

LAST FIRST MIDDLE MAIDEN

SEX ASSIGNED AT BIRTH Female Male **CITIZENSHIP** _____ **RELIGION** _____

CIVIL STATUS Single Married Others _____ 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 Second 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
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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 SUMMER (April-May)? Yes No

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: _____

Are you a recipient of RA No.10931 also known as the Universal Access to Quality Tertiary Education Act of 2017?
 Yes No If yes, for how many semester/s? _____

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

I have read the University of the Philippines' Privacy Notice for Students.

I grant my consent to and recognize the authority of the University of the Philippines to process my personal and sensitive personal information, pursuant to the abovementioned Privacy Notice and applicable laws in connection with my application to shift/transfer/be admitted as a student of UP Diliman.

I likewise consent to and recognize UP's authority to post online and/or in UP bulletin boards at its option my name and program in the event I qualify for admission in order for the University to comply with its Charter and uphold the principle of transparency in the admissions process.

Signature of the student over printed name

Date: _____

Signature of Parent/Guardian over printed name
if applicant is a minor

Date: _____

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 Diliman) 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) s/he presents grades for **all collegiate academic subjects taken outside UP** for evaluation;
- (2) s/he shall have completed, outside the University, **at least 33 academic units equivalent to UP courses**;
- (3) s/he 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) s/he 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) s/he 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) s/he 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 immediately prior to graduation.

Note: Transfer applicants from other schools should not enroll during SUMMER (April to May) for schools using the old academic calendar and MIDYEAR TERM (June to July) for schools using the new academic calendar.

REQUIREMENTS TO BE SUBMITTED

Transfer applicant should submit the following:

- (1) a certified true copy of grades (TCG) and 4 photocopies, from each college attended for evaluation, regardless of his /her intentions to validate his/her advance credits (**class cards 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 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 2"x2" photographs; and
- (4) a non-refundable fee of Php. 100.00 (for second degree applicants only)

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. PSA Birth Certificate (original)
6. Official Transcript of Records (thru mail) addressed to: Office of the University Registrar
University of the Philippines
Diliman, Quezon City 1101
P.O. Box 161

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 within a period not exceeding three (3) semesters 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.

Student transferring from any recognized institution who possesses an Associate in Arts or its equivalent of sixty-six (66) units of work may be enrolled without needing to take validation exams. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.

UNDERGRADUATE DEGREE PROGRAMS

BA	Anthropology	BA	History
BS	Applied Physics	BS	Home Economics
BS	Architecture	BS	Hotel, Restaurant & Institution Management
BA	Art Studies	BS	Industrial Engineering
BS	Biology	BS	Interior Design
BA	Broadcast Communication	BA	Journalism
BS	Business Administration	B	Landscape Architecture
BS	Business Administration & Accountancy	B	Library & Information Science
BS	Business Economics	BA	Linguistics
BS	Chemical Engineering	BA	Malikhaing Pagsulat sa Filipino
BS	Chemistry	BS	Materials Engineering
BS	Civil Engineering	BS	Mathematics
BS	Clothing Technology	BS	Mechanical Engineering
BA	Communication Research	BS	Metallurgical Engineering
BS	Community Development	BS	Mining Engineering
BS	Community Nutrition	BS	Molecular Biology & Biotechnology
BA	Comparative Literature	B	Music
BS	Computer Engineering	BA	Philippine Studies
BS	Computer Science	BA	Philosophy
BA	Creative Writing	B	Physical Education
BS	Economics	BS	Physics
BS	Electrical Engineering	BA	Political Science
BS	Electronics Engineering	BA	Psychology
B	Elementary Education	BS	Psychology
BA	English Studies	B	Public Administration
BA	European Languages	B	Secondary Education
BS	Family Life & Child Development	BS	Social Work
BA	Filipino at Panitikan ng Pilipinas	BA	Sociology
BA	Film	BA	Speech Communication
B	Fine Arts	B	Sports Science
BS	Food Technology	BS	Statistics
BS	Geodetic Engineering	BA	Theatre Arts
BS	Geography	BS	Tourism
BS	Geology		

Note: 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.

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 at Admission and Registration Division, Office of the University Registrar lobby during the application period.