

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

Staple a recent  
2"x2" photograph  
here  
  
Print and sign over printed  
name  
at the back of the photograph

**UNDERGRADUATE  
ADMISSION APPLICATION  
(Local Transfer only)  
First Semester/School Year 2024-2025**

**EVALUATION**  
GWA \_\_\_\_\_ Units \_\_\_\_\_  
Degree \_\_\_\_\_  
Referred to \_\_\_\_\_  
Deficiencies \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ 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. \_\_\_\_\_

SENIOR 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 currently enrolled in a school outside UP?  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 are 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 Diliman.  
  
\_\_\_\_\_  
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 must not have any enrollment between JUNE TO JULY 2024.**

### REQUIREMENTS TO BE SUBMITTED

Transfer applicant should submit the following:

- (1) A certified true copy of grades (TCG) with original signature of the school registrar or his/her authorized representative, from each college attended for evaluation (if the applicant attended more than one college/university), regardless of his/her intentions to validate his/her advance credits (**class cards are not accepted**).  
Note: Second degrees and graduate of diploma/associate degrees, must present TOR or TCG with Certificate of Graduation.

**Do not apply for an Honorable Dismissal/Transfer Credential unless you have been accepted into a program.**

- (2) An accomplished application form ([UP Form 3](#)). **You are allowed to apply in not more than three (3) degree programs.**
- (3) A recent 2"x2" photographs; and
- (4) A non-refundable fee of Php. 100.00 (for second degree applicants only). Instructions on how to pay will be provided upon submission of the required documents.

### RESULT OF APPLICATION

The results of the **initial evaluation that will be done by OUR**, will be released around the second week of July 2023. Applicants who will satisfy the minimum requirements will be referred to the respective colleges for final decision. You may inquire about the final status of your application at the college offering the degree that you applied for. 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 requirements before they are finally accepted and issued a University Admission Slip (UAS).

1. College Admission Slip
2. Student Directory
3. Original Certificate of Honorable Dismissal (HD)/Transfer Credential
4. UPHS Medical Certificate
5. Original copy of PSA Birth Certificate
6. Official Transcript of Records (with remarks "Copy for UP Diliman")

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

CONFORME:

***This is to certify that I have read, understood and will abide by the Guidelines for Transfer Students From Other Universities and Colleges set forth by 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 Media Arts and Studies	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 DETERMINATION TEST (TDT). TDT passers, just like the rest of the applicants, must also be able to submit their application and requirements to the OUR between 03 and 28 June 2024.**

For more information about the TDT, visit the links below:

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

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

Please refer to the **PRIMER FOR TRANSFER APPLICANTS FROM OTHER SCHOOLS/UNIVERSITIES** for the list of courses open for transfer applicants, GWA and other specific requirements per programs. The PRIMER will be posted in the OUR website ([our.upd.edu.ph](http://our.upd.edu.ph)) a few days before the application period begins.

CERTIFICATION AND DATA PRIVACY CONSENT FORM FOR U.P. FORM NO. 3 (UNDERGRADUATE ADMISSION LOCAL TRANSFER ONLY INCLUDING APPLICATION FOR SECOND DEGREE)

I certify that:

I read all the information contained in the primer for the list of degree programs that are open for transfer applicants, their specific requirements such as GWA, schedules of interview /exam, etc. posted at [PRIMER 2024-2025.pdf \(upd.edu.ph\)](https://upd.edu.ph/PRIMER%202024-2025.pdf) and understood all the instructions in connection with my application for admission to an undergraduate degree as a transferee from another university or for a second degree being offered by the University of the Philippines.

I understand and agree that the term University of the Philippines (UP) refers to the relevant University of the Philippines System Administration and Constituent University (CU) offices, or any of its officials or authorized personnel.

All the information supplied in support of my application, which includes any appeals thereon that I may be allowed by UP to make are true, complete and accurate.

I am aware that any information furnished in support of my application will be checked against the original documents, and that withholding information or giving false information will disqualify me from admission, or will be a basis for dismissal if I am admitted.

I understand and agree that UP will process my name, photograph signature, sex assigned at birth, address, contact information, the name of my parents, etc. pursuant to contract under 12 b of the Philippine Data Privacy Act (DPA) [Republic Act No. 10173 | Official Gazette of the Republic of the Philippines](https://www.officialgazette.gov.ph/2012/06/19/dpa-10173/) in order to determine whether or not I am eligible to enroll for an undergraduate program in UP.

As for my sensitive personal information, such as information related to my education (if I am applying as a transfer student from another university, or applying for a second degree and whether my undergraduate degree is from another university or UP, schools attended including senior high school,

my undergraduate degree, if any; if I am currently enrolled in another university, if all the grades for collegiate courses I previously enrolled in are attached to my application and my educational records as well as if I am a recipient of free tuition pursuant to RA No.10931); information about whether I have been subject to academic or disciplinary sanction by my former school; exact birthdate and age; information about my religious affiliation; it is understood that by entering into a contract with UP through the submission of this application for admission I necessarily grant UP my consent for the processing of my sensitive personal information as required by the applicable rules and regulations that UP adopted pursuant to UPs exercise of academic freedom for the purpose of determining whether or not I am eligible to enroll in UP and for all other related purposes including:

- (a) verifying my identity;
- (b) preventing fraud;
- (c) documenting consent for the processing of my personal data for such application; and
- (d) contacting me regarding my application;

I further certify that I obtained consent from all third persons, whose personal data are provided in my application, to allow UP to process such information as explained in the abovementioned privacy notice and in this certification and consent form, and agree to hold UP free and harmless from all liabilities in connection with the processing of the personal data of such third persons.

I further understand and agree that, at its option and sole discretion, UP may post the results of my application in its bulletin boards pursuant to NPC Advisory Opinion 2018-20 <https://privacy.gov.ph/wp-content/uploads/2022/01/AdOpNo.2018-020.pdf>

While UP obtains my consent for the processing of my sensitive personal information, I understand and agree that UP's processing of my personal data in my application and any appeal thereon as well as supporting documents that I submit is ultimately based on UPs right to exercise

academic freedom under the 1987 Constitution, the UP Charter R.A. 9500, other applicable laws such as the Education Act of 1982 and Philippine jurisprudence. I understand that the case of Garcia vs. Faculty Admissions Committee Loyola School of Theology G.R. No. L-40779 November 28, 1975 68 SCRA 277 (1975) cited in University of the Philippines vs. Arokiaswamy G.R. No. 134625. August 31, 1999 <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/1/36888> states:

“Wide indeed is the sphere of autonomy granted to institutions of higher learning, for the constitutional grant of academic freedom, to quote again from *Garcia v. Faculty Admission Committee, Loyola School of Theology*, "is not to be construed in a niggardly manner or in a grudging fashion."

Academic freedom: "is a freedom granted to "institutions of higher learning" which is thus given "a wide sphere of authority certainly extending to the choice of students."

I understand that UP is authorized to process my personal data for other lawful purposes as provided under the DPA and other applicable laws including research, processing for the purpose of exercising its right and responsibility of academic freedom, compliance with legal obligations and issuances of public authorities which may include disclosure of my personal data to such public authorities (such as the UNIFAST for reimbursement of the application processing fee), for the purpose of establishing or defending legal claims and defenses, etc. and that therefore UP will continue to securely store my personal data for as long as necessary in order to fulfill such other legitimate purposes as allowed by the DPA and other applicable laws.

I understand that UP stores my personal data pursuant to Sec. 11 (f) of the DPA which states *Provided*, That personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: *Provided, further*, That adequate safeguards are guaranteed by said laws authorizing their processing.

I also understand that UP conducts research on stored, previously processed, de-identified data in order to comply with its legal obligations including its right and responsibility to exercise academic freedom under the 1987 Constitution and the UP Charter. UP as a research university must conduct scientific research in order to produce general demographic information and statistics regarding applicants for admission across various time periods. Such research enables the University to assess whether its policies, programs, as well as procedures and revisions to the same in different years, enable the University, among others, to comply with the UP Charter and to allow the University to provide advice and technical assistance to public authorities such as Congress, the Commission on Higher Education, the UniFAST Board, etc. in accordance with Sec. 7 of the UP Charter. As stated above, before any research is conducted by UP, so that the University will be able to comply with its ethical obligations and uphold my right to privacy, duly authorized UP personnel will remove identifiers from the relevant dataset such that UP's researcher or research teams who will perform operations on such dataset will not be able to identify me or associate any data with me. The research results will only include aggregate or statistical data and general demographic information that does not identify me and any other data subjects. I note that Sec. 16.C.2 of Memorandum Circular 2023-4 issued by the National Privacy Commission provides that:

The conduct of research where the end results will be anonymized and will only disclose the general demographic of the research subjects does not require the consent of the data subject.

I have also been informed that in the event research to be done will require the use of personal data, UP will comply with all applicable laws, rules and regulations as well as the ethical guidelines issued by the Philippine Health Research Ethics Board pursuant to the Philippine National Health Research System Act and if so required, UP will obtain my informed consent pursuant to such ethical guidelines for the processing of my personal data for such research.



I am aware that the processing of personal data for my application and any appeal thereon carries risks that may involve the confidentiality, integrity and availability of personal data or the risk that processing will violate the privacy principles and rights of data subjects. I understand that UP has put in place reasonable physical (e.g. access control measures such as locks, security personnel etc) organizational (e.g. only authorized personnel who have signed the required non disclosure undertaking and need such personal data to perform their functions are allowed to process such personal data, privacy impact assessments etc) and technical measures ( use of CDN, encryption, multifactor authentication, the conduct of vulnerability and penetration testing and other similar measures for its sites and portals) to prevent or mitigate such risks as stated in the abovementioned privacy notice. I understand that such measures do not guarantee absolute protection against such risks as when systems are subject to targeted cyberattacks, malware, ransomware, computer viruses, etc. However, UP has also adopted measures in order to deal with security incidents or personal data breaches in compliance with the PDPA and NPC issuances (Part 7 Security Incident or Breach Response Procedures of the UP System Data Privacy Manual approved by the Board of Regents [CERTIFIED TRUE COPY DATA PRIVACY MANUAL 2023 EDITION.pdf \(up.edu.ph\)](#) and the corresponding forms for security incident or data breach management [UNIVERSITY OF THE PHILIPPINES SYSTEM ADMINISTRATION INCIDENT OR BREACH REPORT FORM.docx \(up.edu.ph\)](#); [PRELIMINARY ASSESSMENT FORM FOR SECURITY INCIDENTS OR PERSONAL DATA BREACHES \(up.edu.ph\)](#); [Mandatory Notification to NPC.pdf \(up.edu.ph\)](#); [Mandatory Personal Data Breach Notification for Data Subjects.docx \(up.edu.ph\)](#) and [SECURITY INCIDENT OR PERSONAL DATA BREACH REPORT \(up.edu.ph\)](#)).

I agree that I will help keep my personal data secure by, double checking that the email account I will be using for communicating with UP has not been compromised by using [Have I Been Pwned](#), using a strong password for such account <https://itdc.up.edu.ph/about/advisories/2023%2012%2004%20REMINDER%20-%20Use%20Strong%20Passwords%20for%20UP%20Mail%20Accounts.pdf>, when possible activating two factor authentication for the same, not using public, unsecured networks for submitting my personal data or at least using VPN if I use such unsecured networks and keeping my account credentials confidential.

I have been made aware through this certification and consent form about my rights as a data subject to information, access, the right to object to the processing of my personal data, deletion, to lodge a complaint with the National Privacy Commission for the violation of my data privacy rights provided that I first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper DPO through the email address indicated below regarding the processing of my personal data or the handling of my requests for access, correction, blocking of the processing of my personal data and the like and the right to receive damages for such violations pursuant to a valid order of the proper public authority.

I also recognize that while I have the right to correct my personal data, it is my duty to keep my personal data as well as that of relevant third parties updated, to follow the instructions contained in the relevant UP site regarding the manner by which I can correct or update my or third party personal data within the deadline set for the processing of applications as well as appeals.

I understand and agree that if I wish to withdraw consent for the processing of my application that I must write or send an email to the proper UP Registrar's Office.

I understand and agree that sending an email to the proper Office of the University Registrar is the most convenient means for me to withdraw such consent. I will attach a copy of my UP ID (or a valid government issued ID card ) to such letter or email, so that UP will be able to verify my identity. I also understand that such withdrawal of consent will mean that UP will not be able to process my admission and will not affect any other processing which UP has to perform in order to exercise its academic freedom or comply with other legal obligations including the duty to disclose information required by public authorities etc i.e. Republic Act No. 11332 | Official Gazette of the Republic of the Philippines or any such other processing allowed by the DPA and other applicable laws.

I am aware that if I should have any data privacy concerns or questions that I may contact the Data Protection Officer of the relevant campus as follows:

Via post

Lower Ground Floor, PHIVOLCS Building,

C.P. Garcia Avenue

Diliman, Quezon City 1101

Through the following landlines

8255-3561

Through email

dpo.updiliman@up.edu.ph

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SIGNATURE OVER PRINTED NAME (LAST, MIDDLE IF APPLICABLE,  
FIRST ) OF APPLICANT

DATE : \_\_\_\_\_