

## 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 2025.**

### 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 ([Click Here](#)). **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 2025. 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 02 and 30 June 2025.**

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.