



**UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)  
COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY  
Office of the College Secretary**

Tel. Nos. 981-8500 loc. 2428 or 2430

**2 Copies**  
**2x2 picture**

**\*APPLICATION FORMS WITH ERASURES, ALTERATIONS AND TAMPERING  
WILL NOT BE ACCEPTED/PROCESSED**

Application for Admission to CSSP as  TRANSFER 1 (from other UP units outside Diliman)  
(Pls. Check the appropriate box)  SHIFTEE 1 (w/in CSSP)  SHIFTEE 2 (w/in Diliman)

1. Name \_\_\_\_\_ 2. Student No. \_\_\_\_\_  
 3. Contact no/s: \_\_\_\_\_ 4. Email address \_\_\_\_\_  
 5. Home Address: \_\_\_\_\_  
 6. Date of birth: \_\_\_\_\_ 7. Place of birth: \_\_\_\_\_ 8. Age: \_\_\_\_\_  
 9. Current College or UP Unit: \_\_\_\_\_ 10. Semester/ Year accepted: \_\_\_\_\_  
 11. Current Program: \_\_\_\_\_ 12. Program applied for: \_\_\_\_\_  
 13. Scholarship and Privileges: \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

**DO NOT WRITE ON THIS PORTION (FOR COLLEGE SECRETARY OF CSSP):**

Total number of units earned/passed by the applicant: \_\_\_\_\_

General Weighted Average (GWA): \_\_\_\_\_

Curriculum Weighted Average (CWA): \_\_\_\_\_

**DECISION:**

/ / Not Accepted \_\_\_\_\_

/ / Referred to the Department of \_\_\_\_\_ for evaluation

\_\_\_\_\_  
College Secretary

\_\_\_\_\_  
Date

**FOR THE DECISION OF THE DEPARTMENT CONCERNED**

/ / Accepted  
Conditions set that should be complied with \_\_\_\_\_

/ / Waitlisted

/ / Not accepted in the program  
Reason/s for not accepting \_\_\_\_\_

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

## CONDITIONS AND REQUIREMENTS FOR SHIFTING AND TRANSFERRING TO CSSP

1. The applicant must have **earned/passed 30 units or more** from his/her mother unit and must have a **GWA of 2.0 or better** or as specified by the program applied to.
2. The applicant must submit from his/her previous college a **CERTIFIED TRUE COPY OF GRADES** duly signed by the College Secretary.
3. The applicant must pay a **P20.00** (non-refundable) filing fee before filing/submitting his/her application, if not eligible for free tuition.
4. **If accepted**, a Transfer 1 or Shiftee 2 applicant must submit the following:
  - a. **CERTIFICATION OF NON-CONTRACT** from his/her previous College stating that he/she is allowed to transfer to any other College or UP unit.
  - b. **PERMIT TO TRANSFER** duly certified by the College Secretary of his/her previous College
  - c. **CLEARANCE** from his/her previous College
  - d. **Birth Certificate (PSA issued)** original and photocopy.
5. The department will notify the applicants regarding the results of their application.
6. An accepted student MUST personally confirm that he/she will enroll in the degree program where he/she is accepted, otherwise, his/her slot will be given or allotted to other eligible applicants. Confirmation period is from **July 15 to 23, 2019 only**.

**I CERTIFY THAT I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS AND REQUIREMENTS. 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 of Applicant

\_\_\_\_\_  
Date Signed

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### FOR THE PERSON IN CHARGE OF ACCEPTING THE APPLICATION

Application for Transfer Reference Number: _____ Application Fee: PhP20.00 Less Higher Education Subsidy: PhP20.00 Total amount due: PhP0.00
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Date of filing /submission of application \_\_\_\_\_

Person who received the application \_\_\_\_\_