



STUDENT RECORDS OFFICE

Office of the College Secretary

College of Social Work and Community Development

University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

APPLICATION FOR COURSE VALIDATION/COURSE CREDITING

STEPS:

1. Accomplish the Validation Permit Form that can be downloaded from SRO website ([click form](#))
 - furnish us a copy of your Official Transcript of Records (TOR) from former school
 - secure a copy of your course syllabus, course description of subjects for validation from your former school duly certified by the Registrar or College Secretary
2. To determine which subject/s can be applied for validation:
 - check/compare course title/descriptions of subjects taken from former school if the same with UP subject/course (check OUR website at <https://our.upd.edu.ph/> or check the website of the college offering the subjects for the UP course title/descriptions).
3. Fill-out the Validation Permit Form separately according to offering college or discipline per department
 - (i.e. CSSP subjects in one form, CHK subjects in another form, etc.). Attach in each form a copy of your TOR, and the course syllabus/description (of the subject applied for validation) from your former school.

Note: If you have taken NSTP 1 & 2 from your former college/university, that will be automatically credited to you. NO need to apply for course validation/crediting. And, if you have taken only one NSTP (NSTP1) from your former college/university, you need not apply also for validation/crediting for that one NSTP, BUT you have to take both NSTP 1 & 2 here in UP.

4. Submit to SRO via this email address for evaluation and endorsement.

NOTE: *Credited course/s taken from other UP units or other school will not be reflected to your UP Diliman CRS. It will only reflect to your Official Transcript of Records (OTR)*

Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: cswcdsro.upd@up.edu.ph

For your guidance. Thank you

-SRO, CSWCD-