



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 COLLEGE CLEARANCE as of Second Semester, 2020-2021

STEPS:

1. Student fills-out completely the Student College Clearance form ([click form](#))
2. Student secures the approval, recommendations and signatures of his/her Program Adviser, Department Chair, Loan Board and CSWCD Library
3. Student submits the accomplished form to SRO at cswcdsro.upd@up.edu.ph
4. SRO evaluates students records and recommends for the approval of the College Secretary
5. SRO sends the signed and approved College Clearance form to the student

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 (OUR): <https://our.upd.edu.ph/>

UPD Computer Registration System (CRS): <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-