



## 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

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## APPLICATION FOR COLLEGE CLEARANCE

### **STEPS:**

1. Download and fill-out completely the College Student Clearance form ([click form](#))
2. Student secures the approval, recommendations and signatures of the respective units indicated in the form (Program Adviser, Department Chair, Loan Board, College Library)
3. Student submits the accomplished and signed form to SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for SRE and College Secretary's signature
4. SRO evaluates the students' records and recommends for approval of the College Secretary
5. SRO sends back the approved and signed College Student 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: <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 e-mail address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)***

For your guidance. Thank you

-SRO, CSWCD-