



OFFICE OF THE COLLEGE SECRETARY

Dear Applicant,

In connection with your inquiry/application for admission to the graduate program in Community Development (Dip/MCD) Social Work (Dip/MSW), Women and Development (Dip/MAWD) and Doctor of Social Development (DSD), we wish to inform you that the CSWCD Committee on Student Academic Welfare (SAW) will need the following documents to evaluate your application for admission.

1. One (1) copy of duly accomplished application form (please see attached}
2. One (1) original and photocopy of the Official Transcript of Records (OTR} and Diploma/ academic credentials (with General Weighted Average of at least 2.0 for UP graduates and at least 1.75 for graduates from other schools).
3. Two (2) reference or recommendation forms from your former professors, a recognized authority in the area of specialization or your supervisor (please see attached form).
4. Four (4) copies of your recent photo (2x2 in size).
5. Two (2) photocopies of the Diploma or certificate of degree finished/awarded.
6. Two (2) photocopies of marriage contract or its equivalent if surname used by the applicant is not the same as reflected on the transcript of record.
7. One (1) original and photocopy of NSO Birth Certificate.
8. Two (2) copies of program of study, and a research concept paper. (for doctoral program).
9. Payment of application fee of Php 100 for the masters/ diploma program and Php 500 for DSD (non-refundable) at the UP Cashiers Office.

Please also note that a personal interview may be required by the Department and/or the Committee on Student Academic Welfare.

We shall appreciate your reply soonest. All documents must be submitted on or before May 15 for the first semester and October 15 for the second semester. If you have any question/inquiries, you may email or call the Office of the College Secretary and/or the Student Records Office.

(For local students only)



Application # _____

APPLICATION FOR ADMISSION

Please check [/] one

- Diploma in Community Development [Dip. CD]
- Diploma in Social Work [Dip. SW]
- Diploma in Women and Development [Dip. WD]
- Master of Community Development [MCD]
- Master of Social Work [MSW]
- Master of Arts in Women and Development [MAWD]
- Doctor of Social Development [DSD]

1. PERSONAL INFORMATION (Use block letters)

Last name:	Age	Sex:
First name:	Date of Birth	
Middle name:	Civil Status	
Maiden name (if married)	Religion:	
Citizenship:	Country of Origin:	
Present Address:	Contact No. (landline)Cellphone	
Provincial Address:	Contact No.(landline) Cellphone No.	
E-mail Address:		

2. WORK EXPERIENCE

Name of Current Employer: Address: Department: Nature of Office: <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> Others/specify:	Position/ Designation: Inclusive Dates: Telephone: E-mail: Monthly Salary:
Nature of Work (Describe briefly your roles and responsibilities)	

WORK EXPERIENCE FOR THE LAST TEN YEARS (use additional paper if required)

INCLUSIVE DATES	POSITION	NAME OF EMPLOYER	NATURE OF WORK

OTHER INVOLVEMENTS IN CIVIC OR VOLUNTARY ORGANIZATIONS

INCLUSIVE DATES	NAME OF ORGANIZATION	NATURE OF INVOLVEMENT

Explain your reason(s) for pursuing your chosen degree program

3. ACADEMIC/TRAINING BACKGROUND

	TITLE OF DEGREE/ DIPLOMA OBTAINED	DATE RECEIVED	INSTITUTION/ ADDRESS	HONORS RECEIVED
GRADUATE				
COLLEGIATE				
SECONDARY				

Fellowship/Awards Received (Indicate name and nature of awarding institution; Date and Place where Award was given)

Indicate Training Program/s attended in the last five (5) years: (use additional paper if required)

Research and Publications in the last 10 years: (use additional paper if required)

