



**OFFICE OF THE COLLEGE SECRETARY**

Dear Applicant,

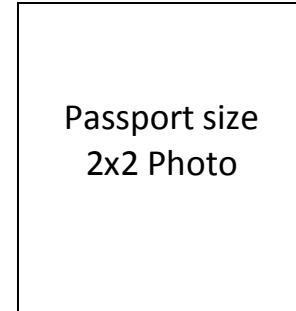
In connection with your inquiry/application for admission to the graduate program in Community Development (Dip/MCD) Social Work (Dip/MSW), Women and Development (Dip/MAWD) and Doctor of Social Development (DSD), we wish to inform you that the CSWCD Committee on Student Academic Welfare (SAW) will need 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.<br>(landline)Cellphone     |      |
| Provincial Address:      | Contact No.(landline)<br>Cellphone No. |      |
| E-mail Address:          |  |      |

**2. WORK EXPERIENCE**

|  |   |
|--|---|
| Name of Current Employer:<br><br>Address:<br>Department:<br>Nature of Office:<br><input type="checkbox"/> Government<br><input type="checkbox"/> Private<br><input type="checkbox"/> Others/specify: | Position/<br>Designation:<br><br>Inclusive Dates:<br><br>Telephone:<br>E-mail:<br><br>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/<br>DIPLOMA<br>OBTAINED | DATE RECEIVED | INSTITUTION/<br>ADDRESS | HONORS<br>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)

**4. PROPOSED PLAN OF STUDY**

|  |   |
|--|---|
| Describe briefly the relevance of a Diploma/Master/Doctorate Program in your career plans and/or self-development objectives |   |
| Program Option:<br>Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>                                     | For MCD/MSW/MAWD applicants:<br>Thesis Track <input type="checkbox"/> Non-thesis <input type="checkbox"/> |
| Financial Support for Graduate Studies   |   |
| <input type="checkbox"/> Self-supporting   | <input type="checkbox"/> Agency Scholarship   |
| <input type="checkbox"/> Parents   | <input type="checkbox"/> Others (specify)   |

**5. REFERENCES**

List the name, position, office, address and contact number of the persons whom you asked to fill up the attached reference/recommendation forms as your academic referee.

| NAME | POSITION | OFFICE AND ADDRESS | TELEPHONE NOS. |
|------|----------|--------------------|----------------|
|      |          |                    |                |
|      |          |                    |                |
|      |          |                    |                |
|      |          |                    |                |

**Have you ever been charged of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO**

If yes, please provide details of the case: (use additional paper if required)

**Applicant’s declaration and signature**

**I hereby declare that this application form has been accomplished by me and it contains true, correct and complete information.**

\_\_\_\_\_   
SIGNATURE OVER PRINTED NAME

**Date and Place Accomplished:**