



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 (CSAW) 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 no remarks).
3. Two (2) reference or recommendation f o r m s from your former professors and/ or 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. For foreign applicants whose medium of instruction is not English, you have to submit a TOEFL with a passing grade (either paper, computer/internet based).
8. Two (2) copies of program of studies, including a concept paper, on the interest area of research (for doctoral program).
9. Payment of application fee of **(\$35.00)** (non-refundable),
10. Additional requirements, for visa purposes needed by the Office of Foreign Students Program (Photocopy of passport with picture and personal details, Personal history statement form, If the applicant graduated from an Asian university: a certification that the mode of instruction is English)

Please also note that a personal interview may be required by the Department and/or the CSAW in certain cases.

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

(For foreign 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 Woment 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) Cell phone NO.	
Provincial Address:	Contact No. (landline) Cell phone No.	
E-mail Address:		

2. WORK EXPERIENCE

<p>Name of Current Employer:</p> <p>Address:</p> <p>Department:</p> <p>Nature of Office:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Government</p> <p style="padding-left: 20px;"><input type="checkbox"/> Private</p> <p style="padding-left: 20px;"><input type="checkbox"/> Others/specify:</p>	<p>Position/ Designation:</p> <p>Inclusive Dates:</p> <p>Telephone:</p> <p>E-mail:</p> <p>Monthly Salary:</p>
<p>Nature of Work (Describe briefly your roles and responsibilities)</p> 	

YOUR 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)

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: [] Full-time [] Part-time []	For MCD/MSW/MAWD applicants: [] Thesis Track [] Non-thesis Track []
Financial Support for Graduate Studies [] Self-supporting [] Parents	[] Agency Scholarship [] 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.

PRINTED NAME OVER SIGNATURE

Date and Place Accomplished: