College of Social Work and Community Development University of the Philippines



Form No. **CSWCD.AD.UG-01**

*SS 2016-2017 MTVT*

Diliman, Quezon City

Telefax No. 927-2308; 981-8500 local 4105 Official Website: pages.upd.edu.ph/srocswcd Email add: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)

APPLICATION FOR UNDERGRADUATE PROGRAM

Date:

The Chairperson

Admission and Scholarship Committee UP CSWCD

Diliman, QC

Dear Sir/Madam:

# I wish to apply for admission as a [ ] Shiftee [ ] Transferee to the **BS Social Work** program of the College of Social Work and Community Development, UP Diliman for the [ ] First Semester AY: . (Please check all appropriate boxes.)

I am currently enrolled in (no. of units, name of degree program) at the \_ (name of College and School).

I am submitting the documents required to evaluate my application for admission.

## For applicants from UP Diliman and other UP units:

1. Accomplished bio data/application form (please see attached)
2. Two (2) copies of your recent photo (2x2 in size)
3. One (1) original and photocopy of your certified True Copy of Grades (TCG) form first year to the last semester of attendance (with General Weighted Average of at least **2.25** for UPD shiftees, **2.0** for UP transferees and at least **1.75** for transferees from other schools)
4. Certification issued by the college that the applicant is not under contract to finish his/her course and that she/he is permitted to shift/transfer from the course.
5. Upon admission to the CSWCD, the applicant must submit the following: (a) Two (2) copies of permit to transfer; (b) Two (2) copies of student’s clearance; (c) results of student’s guidance and counseling examination from the OCG; and (d) Official Transcript of Record (TOR) for student from autonomous UP units.

## For applicants from other schools:

1. Accomplished bio data/application form (please see attached)
2. Two (2) copies of your recent photo (2x2 in size)
3. One (1) original and photocopy of Official Transcript of Record (TOR) from the last school attended.
4. One (1) original and photocopy of Honorable dismissal
5. One (1) original and photocopy of NSO Birth Certificate
6. One (1) copy of College Clearance
7. Result of applicant’s guidance and counseling examination from the OCG.

Name of Applicant: Signature: Mobile & Landline Nos: Email address:

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## Department of Social Work

**2 X 2**

**Photo**

**Application #**

**BACHELOR OF SCIENCE IN SOCIAL WORK**

## APPLICATION FOR SHIFTING/TRANSFER FOR SEMESTER, AY:

**PERSONAL INFORMATION** (Use BLOCK LETTERS)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname | | Student Number | | |
| First name | | Age | Sex | Religion |
| Middle name | | Date of Birth | Citizenship | Country or Origin |
| College/School | Campus | Degree Course | | Year Level |
| Present Address: (No., Street, Municipal/City/Province) | | | Mobile No.: Landline No. : | |
| Permanent Address: (No., Street, Municipal/City/Province) | | | Landline No. : | |
| High School Attended | | Year Graduated | Honors Received | |
| Applicant’s UPCAT Choices | UP Campus | | Degree Program/Course | |
| First Choice |  | |  | |
| Second Choice |  | |  | |
| Reasons for Shifting/Transfer: | | | | |
| Explain your reason/s for wishing to pursue the **BS Social Work** degree: | | | | |

## APPLICANT’S WORK EXPERIENCE, IF ANY (use additional paper if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Inclusive Dates** | **Position** | **Name of Employer** | **Nature of Work** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**APPLICANT’S INVOLVEMENTS IN CIVIC OR VOLUNTARY ORGANIZATIONS**

|  |  |  |
| --- | --- | --- |
| **Inclusive Dates** | **Name of Organization** | **Nature of Involvement** |
|  |  |  |
|  |  |  |
|  |  |  |

**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 further 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:** |

**PLEASE RETURN TO:**

THE STUDENT RECORDS OFFICE

COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT

U.P DILIMAN, QUEZON CITY 1101

DEADLINE FOR FILING APPLICATION FOR ADMISSION: