



College of Social Work and Community Development  
University of the Philippines  
Diliman, Quezon City

Form No. **CSWCD.AD.G-01**  
SS 2016-2017 MTVT

College website: [cswcd.upd.edu.ph](http://cswcd.upd.edu.ph)  
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### 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 forms from your former professors and/or a recognized authority in the area of specialization or your supervisor  
[Recommendation 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 applicant).
9. Payment of application fee of **\$35.00** (non-refundable) at the UPD Cash Office ([payment slip/SOA](#)). Please see [#UPDCashOfficePayment](#) on payment process.
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 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 foreign students only)*