



STUDENT RECORDS OFFICE

Office of the College Secretary

College of Social Work and Community Development
University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

DIPLOMA / MASTERAL / DOCTORAL PROGRAM APPLICATION PROCESS

Please note: APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED

STEPS:

1. Download and fill-out completely the **Application Form** ([click here-local](#)) ; ([click here-foreign](#))
2. Pay the application fee:
 - Php100.00** - diploma/masteral program (local applicant)
 - Php500.00** - doctoral program (local applicant)
 - \$35.00 or Philippine Peso equivalent** - diploma/masteral/doctoral program (foreign applicant)
 - a. Download and fill-out the Payment Slip/SOA/Bill for Payment ([click here](#))
(Bank Name: *Landbank (LBP)* ; Acct. Name: *UPD Revolving Fund* ; Acct. No. *3072 1006 96*)
 - b. Follow UPD Cash Office link for the payment process [#UPDCashOfficePayment](#)
 - c. Applicants should e-mail the Proof of Payment/Confirmation Receipt together with the Payment Slip/SOA/Bill for Payment to UPD Cash Office at cashoffice.upd@up.edu.ph for validation of payment, copy furnish SRO
3. **All documents must be submitted completely** via e-mail to cswcdsro.upd@up.edu.ph on or before the specified deadlines (please refer to our posts at our official facebook page and website)
4. If qualified, physical copies of the Application Form and all the requirements must be submitted immediately to SRO CSWCD via courier or may opt to drop at the designated drop box upon receipt of the Notice of Admission from Student Records Office (SRO)
SRO mailing address:
 - STUDENT RECORDS OFFICE (SRO)*
 - Room 107, Ground Floor*
 - College of Social Work and Community Development (CSWCD)*
 - Magsaysay Avenue, U.P. Campus Diliman, Quezon City 1101*
5. Recommending party may directly send their recommendation letters ([click here](#)) via e-mail at cswcdsro.upd@up.edu.ph or put in a sealed envelope duly signed on the flap and submit to SRO

Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: cswcdsro.upd@up.edu.ph

For your guidance.

Thank you

-SRO, CSWCD-