



## 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

---

## MASTERAL / DOCTORAL PROGRAM APPLICATION PROCESS

**Please note: APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED**

### **STEPS:**

1. Download and fill-out completely the graduate program application form ([click application form - local](#)) / ([click application form - foreign](#))
2. Pay the application fee:
  - PhP100.00 - masteral program (local applicant)
  - PhP500.00 - doctoral program (local applicant)
  - \$35.00 or Philippine Peso equivalent - masteral/doctoral program (foreign applicant)
  - a. Download and fill-out completely the payment slip/SOA/bill for payment ([click payment slip](#))  
(Bank Name: *Landbank* ; Acct. Name: *UPD Revolving Fund* ; Acct. No. *3072 1006 96*)
  - b. See UPD Cash Office link for the payment process ([click link](#))
  - 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](mailto:cashoffice.upd@up.edu.ph) for validation of payment, copy furnish SRO
3. Furnish all the requirements, scan and submit via e-mail to [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)
4. Recommending party may directly send their recommendations ([click Recommendation form](#)) to SRO via e-mail at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)
5. Physical copies (*original and photocopies*) of the application form and all the requirements must be submitted via courier or may opt to drop at SRO 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*
6. Submission of applications or for further announcement (see post at SRO fb page)
  - every **1<sup>st</sup> Semester** - March to May 15
  - every **2<sup>nd</sup> Semester** - August to October 15

**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/srocswwcd>

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](mailto:cswcdsro.upd@up.edu.ph)**

For your guidance.

Thank you

-SRO, CSWCD-