Diliman, Quezon City

Form No. CSWCD.AD.G-01 FS 2023-2024 PENM

## OFFICE OF THE COLLEGE SECRETARY

Dear Local 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 (of Undergraduate and Master's Degrees completed for DSD) with General Weighted Average (GWA) of at least 2.0 for UP graduates and at least 1.75 for graduates from other schools.

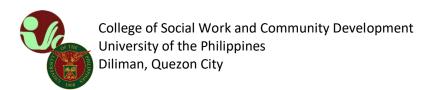
Additional requirements for MCD:

- minimum of 1 year relevant experience in the field of community and social development may be required for non-BSCD graduates or
- students admitted to the graduate program may be required to enrol and pass CD 110 or its equivalent, depending on the evaluation of the Student Admission and Welfare Committee of the department.
- 3. Two (2) reference or recommendation letters from your former professors, a recognized authority in the area of specialization or your supervisor (you may download here)
- 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. One (1) original and photocopy of Honorable Dismissal if graduated from school/university other than UP.
- 7. One (1) original and photocopy of **PSA/NSO Birth Certificate**.
- 8. One (1) original and photocopy of PSA/NSO Marriage Certificate or its equivalent, if surname used by the applicant is not the same as reflected on the Official Transcript of Records.
- 9. Two (2) copies of program of study and a research concept paper (for doctoral program).
- 10. Payment of application fee of P100 for the diploma/masteral program and P500 for doctoral program (non-refundable).

Please note that an interview maybe required by the Department and/or the Committee on Student Academic Welfare.

All requirements must be submitted completely to SRO on or before the specified DEADLINES (please refer to SRO posts).

Applications with incomplete requirements will not be processed. For further question, you may email SRO at cswcdsro.upd@up.edu.ph.



Form No. <u>CSWCD.AD\_G-01</u> FS 2023-2024 PENM

Application #			Passport si 2x2 Phot	
APPLICATION FOR ADMISSI	ON			
Please check [/] one	(current) [ ] Diplom (current) [ ] Diplom (current) [ ] Master [ ] Master [ ] Doctor	ntly suspended, na in Social Wo ntly suspended na in Women a ntly suspended of Community of Social Worl of Arts in Worl of Social Deve	rk [Dip. SW] /) nd Development [Dip. /) / Development [MCD]	. WD]
Last name:	(Ose block lette	Age:	Sex:	
		Date of Birth:		
		Civil Status:	vil Status:	
Maiden name (if married)	):	Religio	on:	
Citizenship:		Count	ry of Origin:	
Present Address:		Conta	ct No. (landline)/Cellp	hone No.
Provincial Address:		Conta	ct No. (landline)/Cellp	hone No.
E-mail Address:		<u> </u>		

## 2. WORK EXPERIENCE

Name of Current Employer:		1	Position/			
		1	Designation:			
Address: Department: Nature of Office:		-	nclusive Dates:			
[ ] Government		1	E-mail:			
[ ] Private [ ] Others/specify	<b>y</b> :		Monthly Salary:			
Nature of Work (Descri	ibe briefly	your roles and	responsibilities)			
,	,	,	,			
WORK EXPERIENCE FOR THE LAST TEN YEARS (use additional paper if required)						
INCLUSIVE DATES POS						
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	Pi	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
INCLUSIVE DATES	P	OSITION	NAME OF EMPLOYE	ER NATURE OF WORK		
				ER NATURE OF WORK		
OTHER INVOLVEMENTS	IN CIVIC (	OR VOLUNTARY	ORGANIZATIONS			
	IN CIVIC (	OR VOLUNTARY		NATURE OF INVOLVEMENT		
OTHER INVOLVEMENTS	IN CIVIC (	OR VOLUNTARY	ORGANIZATIONS			
OTHER INVOLVEMENTS	IN CIVIC (	OR VOLUNTARY	ORGANIZATIONS			
OTHER INVOLVEMENTS	IN CIVIC (	OR VOLUNTARY	ORGANIZATIONS			

3. ACADEM	1IC/TRAINING BACKGR	OUND (Please decla	ire all academic enro	ollments)	
	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)					
ndicate Train	ing Program/s attende	d in the last five (5) y	ears: (use additional	paper if required)	
Research and Publications in the last 10 years: (use additional paper if required)					

Explain your reason(s) for pursuing your chosen degree program

## 4. PROPOSED PLAN OF STUDY

Describe briefly the releving self-development objective		iploma/Maste	r/Doctorate Program in	your career plans and/or			
Program Option:	Program Option: For MCD/MSW/MAWD applicants:						
[ ]Full-time [ ]Part-time [ ]Thesis Track [ ]Non-thesis							
Financial Support for Graduate Studies:  [ ] Self-supporting							
5.REFERENCES							
List the name, position, fill up the attached refer							
NAME	РО	SITION	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 deta	ails of the o	case: (use addit	cional 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 Accomplish	hed:						