



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 as of Second Semester, 2020-2021

Please note: APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED

STEPS:

1. Download and fill-out completely the graduate program application form ([local -- app form](#)) / ([foreign -- app form](#))
2. Pay the application fee:
 - PhP100.00 - masteral program -- local applicants
 - PhP500.00 - doctoral program -- local applicants
 - \$35.00 - masteral / doctoral -- foreign applicants
 - a. Fill-out the payment slip (Bill for payment/SOA) ([click payment slip](#))
 - b. See link on payment process through [#UPDCashOfficePayment](#)
 - c. Applicants should e-mail their proof of payment/confirmation receipt together with the payment slip at the UPD cash office at cashoffice.upd@up.edu.ph for payment validation purposes and copy furnished the SRO
3. Furnish all the requirements, scan and submit via e-mail to cswcdsro.upd@up.edu.ph
4. Referees directly send/submit their Recommendation ([recommendation form](#)) through email at cswcdsro.upd@up.edu.ph
5. Physical copies (original and photocopy) of the application form and all the requirements must be submitted via courier upon receipt of the Notice of Admission from SRO
SRO mailing address:
 - STUDENT RECORDS OFFICE (SRO)
 - College of Social Work and Community Development (CSWCD)
 - Room 107, Ground Floor, CSWCD Bldg.
 - Magsaysay Avenue, U.P. Campus Diliman, Quezon City 1101
6. Submission of applications:
 - every **First Semester** -- March until May 15 (*extended until July 2, 2021*)
 - every **Second Semester** -- August until October 15

Deadline of Submission of Applications for the First Semester, 2021-2022 is on July 2, 2021.

All Graduate Program Diploma Courses are currently suspended due to curriculum revisions

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 (OUR): <https://our.upd.edu.ph/>
UPD Computer Registration System (CRS): <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

For your guidance. Thank you
-SRO, CSWCD-