



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

APPLICATION FOR MASTERAL PROGRAM COMPREHENSIVE EXAMINATION

STEPS:

1. Download and fill-out completely the Masteral Program Application for Comprehensive Examination form ([click form](#))
2. Student submits via email to cswcdsro.upd@up.edu.ph the accomplished form together with their validated/registered Form5
3. SRO evaluates students' academic records and recommends for the approval of the graduate program Department's Committee
4. SRO submits the final list of approved students to the Department Chairs
5. Department Chairs informs students of the scheduled orientation and Comprehensive Examination

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

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

UPD 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/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-