



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

READMISSION FROM AWOL as of Second Semester, 2020-2021

Readmission from AWOL for 1 Semester

STEPS:

1. Student writes a letter of appeal for reAdmission from AWOL addressed to the Dean, Dr. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed by the Program Adviser (e-signature)
2. Students pay the AWOL fee of PhP225.00
 - a. Generate and fill-out the payment slip ([click payment slip](#))
 - b. Send proof of payment/confirmation to UPD cash office at cashoffice.upd@up.edu.ph copy furnished SRO at cswcdsro.upd@up.edu.ph for payment validation
3. Student submits the letter of appeal to cswcdsro.upd@up.edu.ph for approval and other attachments
4. SRO submits/forwards the requirements to OUR for the issuance of University re-Admission Slip (UAS)
5. SRO inform and send the UAS to the student

Readmission from AWOL for 2 or more Semesters

STEPS:

1. Student writes a letter of appeal for reAdmission from AWOL addressed to the Dean, Dr. Sylvia E. Claudio, MD, PhD (through channels) to be endorsed by the Program Adviser (e-signature)
2. Students pay the AWOL fee of PhP225.00
 - a. Generate and fill-out the payment slip ([click payment slip](#))
 - b. Send proof of payment/confirmation to UPD cash office at cashoffice.upd@up.edu.ph copy furnished SRO at cswcdsro.upd@up.edu.ph for payment validation
3. Student submits the following to cswcdsro.upd@up.edu.ph for approval:
 - a. Letter of appeal for readmission from AWOL
 - b. Proof of reason of absence like, medical certificate (if medical related) or certificate of employment/work schedule (if work related)
 - c. Notarized Affidavit of Non-enrollment to other UP units/other colleges or universities
4. SRO submits/forwards the requirements to OUR for the issuance of University re-Admission Slip (UAS)
5. SRO inform and send the UAS to the student

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 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/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-