



**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

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**APPLICATION TO THE UNDERGRADUATE PROGRAMS  
AS SHIFTEE AND TRANSFER STUDENTS  
as of Second Semester, 2020-2021**

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

- **Transfer Students (T2) from school other than UP (non-UP)** may apply and submit their application to the Office of the University Registrar - Admission Section. Please refer to OUR website [click here](#)
- **Shiftee students from other UP units in Diliman and Transfer students (T1) from other UP Campus** may apply and submit their application to CSWCD Student Records Office.

**STEPS:**

1. Download and fill-out completely the application form ([BSSW app form](#)) / ([BSCD app form](#))
2. Furnish all the requirements, scan and submit via e-mail to [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)
3. 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

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

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

For your guidance.

Thank you  
-SRO, CSWCD-