



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 TO THE UNDERGRADUATE PROGRAMS AS SHIFTEE AND TRANSFER STUDENTS

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
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

For deadline, please refer posts on our SRO Facebook page.

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

For your guidance.

Thank you

-SRO, CSWCD-