



**UNIVERSITY OF THE PHILIPPINES-DILIMAN
COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT**

Diliman, Quezon City 1101, Philippines
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Telephone # 927-2308 or # 981-8500 local 4105

OFFICE OF THE COLLEGE SECRETARY

Dear Applicant,

In connection with your inquiry/application for admission to the graduate program in Community Development (Dip/MCD) Social Work (Dip/MSW), Women and Development (Dip/MAWD) and Doctor in Social Development (DSD), we wish to inform you that the Admissions and Scholarships Committee (ASC) will need the following documents to evaluate your application for admission.

1. One (1) copy of duly accomplished application form (please see attached)
2. One (1) original and photocopy of the Official Transcript of Records (OTR) and Diploma/ academic credentials (with no remarks).
3. Two (2) reference or recommendation forms from your former professors and/ or recognized authority in the area of specialization or your supervisor (please see attached form).
4. Four (4) copies of your recent photo (2x2 in size).
5. Two (2) photocopies of the Diploma or certificate of degree finished/awarded.
6. Two (2) photocopies of marriage contract or its equivalent. If surname used by the applicant is not the same as reflected on the transcript of record.
7. For foreign applicants whose medium of instruction is not English, you have to submit a TOEFL with a passing grade (either paper, computer/internet based).
8. Two (2) copies of program of studies, including a concept paper, on the interest area of research (for doctoral program).
9. Payment of application fee of **(\$35.00)** (non-refundable),
10. Additional requirements, for visa purposes needed by the Office of Foreign Students Program (Photocopy of passport with picture and personal details, Personal history statement form, If the applicant graduated from an Asian university: a certification that the mode of instruction is English)

Please also note that a personal interview may be required by the Admissions and Scholarships Committee in certain cases.

We shall appreciate your reply soonest. All documents must be submitted on or before May 15 for the first semester and November 15 for the second semester. If you have any question/inquiries, you may email the Office of the College Secretary and/or the Student Records Office.

(For foreign students only)