



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

Diliman, Quezon City 1101, Philippines
College website: cswcd.upd.edu.ph or
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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 of 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 General Weighted Average of at least 2.0 for UP graduates and at least 1.75 for graduates from other schools).
3. Two (2) reference or recommendation forms from your former professors, a 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. One (1) original and photocopy of NSO Birth Certificate.
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 Php 100 for the masters/ diploma program and Php 500 for DSD (non-refundable) at the UP Cashiers Office.

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

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 write or call the Office of the College Secretary and/or the Student Records Office.

(For local students only)