



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

APPEAL FOR READMISSION FROM AWOL

Who is considered to be an AWOL?

- A student who withdraws from a college without formal leave of absence (Revised UP Code: Art. 403).

UNDERGRADUATE PROGRAM:

AWOL for 1 Semester

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Fill-up the google form for the [Appeal for Readmission from AWOL](#) (approved/signed by Program Adviser).
3. After the evaluation of qualified students for readmission, the SRO will email the student to accomplish the additional requirements for readmission:
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
 - Pay the **AWOL fee of P225.00**
 - **Fill-out completely** the [Payment Slip](#)

Pay via the following options:

 - **In-person** (face-to-face) payment at the **UPD Cash Office**
 - **Payment using LinkBiz** (click [here](#) to view the detailed instructions)
 - **Payment using GCash** (click [here](#) to view the detailed instructions; for GCash Reference Number, please encode any number)
 - For payment validation, if payment was made thru LinkBiz or GCash, e-mail your proof of payment and payment slip to UPD Cash office at cashoffice.upd@up.edu.ph.
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
5. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR-Admissions Section for further processing.
6. The SRO will send the University Admission Slip (UAS) to the student. - end.

AWOL for 2 or more Semesters

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Fill-up the google form for the [Appeal for Readmission from AWOL](#) (approved/signed by Program Adviser).
3. After the evaluation of qualified students for readmission, the SRO will email the student to accomplish the additional requirements for readmission:
 - [Student Directory](#)
 - **Notarized Affidavit of Non-Enrollment** to other UP units, colleges or universities
 - **Proof of reasons of absence:**

- **Medical certificate** from the UP Diliman Health Service, if **AWOL for 2 or more semester or the reason from being AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
 - **Work related** – certification of employment, work schedules, training certificates
 - **Other valid documents as proof of absence**
 - Pay the **AWOL fee of P225.00**
 - **Fill-out completely** the [Payment Slip](#)

Pay via the following options:

 - **In-person** (face-to-face) payment at the **UPD Cash Office**
 - **Payment using LinkBiz** (click [here](#) to view the detailed instructions, steps 1-13)
 - **Payment using GCash** (click [here](#) to view the detailed instructions, steps 1-5; for the GCash Reference #, please encode any number)
 - For payment validation, if payment was made thru LinkBiz or GCash, e-mail your proof of payment and payment slip to UPD Cash office at cashoffice.upd@up.edu.ph.
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
 5. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR - Admissions Section for further processing.
 6. The SRO will send the University Admission Slip (UAS) to the student. - end.

GRADUATE PROGRAM:

AWOL for 1 Semester

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Accomplish the [RAWOL/Waiver of MRR and Plan of Study \(POS\)](#) (approved/signed by Program Adviser).
3. Fill-up the google form for the [Appeal for Readmission from AWOL](#).
4. After the evaluation of qualified students for readmission, the SRO will email the student to accomplish the additional requirements for readmission:
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
 - Pay the **AWOL fee of P225.00**
 - **Fill-out completely** the [Payment Slip](#)

Pay via the following options:

 - **In-person** (face-to-face) payment at the **UPD Cash Office**
 - **Payment using LinkBiz** (click [here](#) to view the detailed instructions)
 - **Payment using GCash** (click [here](#) to view the detailed instructions; for GCash Reference Number, please encode any number)
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5. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
6. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR- Admissions Section for further processing.
7. The SRO will send the University Admission Slip (UAS) to the student. - end.

AWOL for 2 or more Semesters

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Accomplish the [RAWOL/Waiver of MRR and Plan of Study \(POS\)](#) (approved/signed by Program Adviser).
3. Fill-up the google form for the [Appeal for Readmission from AWOL](#).
4. After the evaluation of qualified students for readmission, the SRO will email the student to accomplish the additional requirements for readmission:
 - [Student Directory](#)
 - **Notarized Affidavit of Non-Enrollment** to other UP units, colleges or universities
 - **Proof of reasons of absence:**
 - **Medical certificate** from the UP Diliman Health Service, **if AWOL for 2 or more semester or the reason from being AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
 - **Work related** – certification of employment, work schedules, training certificates
 - **Other valid documents as proof of absence**
 - Pay the **AWOL fee of P225.00**
 - **Fill-out completely** the [Payment Slip](#)
Pay via the following options:
 - **In-person** (face-to-face) payment at the **UPD Cash Office**
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5. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
6. Once the Dean approves the appeal, the SRO will endorse the complete requirements to the OUR - Admissions Section for further processing.
7. The SRO will send the University Admission Slip (UAS) to the student. - end.

Important reminder:

- **Please be guided on the deadline of filing of appeals for readmission as indicated in the CSWCD-UPD internal calendar.**
- [UPD Academic Calendar](#)

**For Graduate Students, being an AWOL for more than 5 years (1) can be a ground for dismissal from the program or (2) re-apply as a new student subject to approval (wherein all courses taken has to be repeated).*

Please keep posted for 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 CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocswwcd>

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-