



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 FOR COLLEGE STUDENT CLEARANCE

STEPS:

1. Download and fill-up the [College Student Clearance](#).
2. Secure the clearances and signatures of the respective offices/units:
 - Faculty/Program Adviser
 - Department Chairperson
 - Loan Board, Vinzons Hall
 - CSWCD Aklatan (Library)
3. Fill-up the google form for the [Application for College Student Clearance](#).
4. The SRO secures the clearance of the College Secretary and sends back the form to the student. - end.

Important reminder:

Please be guided on the deadline of application according to the approved [Academic Calendar](#).

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/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 e-mail address: cswcdsro.upd@up.edu.ph.

For your guidance.

Thank you.

-SRO, CSWCD-