



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 COMPREHENSIVE EXAM &
APPLICATION FOR GRADUATION
(For Masters)**

STEPS:

1. Applicants must have complete the required core courses of the program and must be officially enrolled in Residence ([Residence Enrollment Process](#)).
2. Download and Fill-up completely the:
 - a. [Application for Comprehensive Exam Form](#) and
 - b. [Application for Graduation Form](#)
3. Fill-up the google form for the [Application for Comprehensive Exam & Application for Graduation for Masters](#)
4. Once received, the SRO evaluates the student's academic records and forwards the comprehensive exam application forms to the graduate programs Department's Committee for recommendations.
5. The SRO will endorse the list of applicants to the Department Chairs/Compre Committee for their action.
6. The Department Chairs/Compre Committee will inform the applicants/students of the scheduled orientation and dates of Comprehensive Examination.
7. The Department Chairs/Compre Committee will submit to the SRO the approved list of students who will take the comprehensive examination.

Important reminder:

Please be guided on the deadline of filing application for graduation in accordance 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 official websites:

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD 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 guidance.

Thank you.

-SRO, CSWCD-