



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 COURSE CREDIT WITH VALIDATION (For Transferee who had taken LESS THAN 66 units upon admission to UP)

STEPS:

1. Accomplish the [Application for Course Credit with Validation Form](#).
 - furnish a copy of Official Transcript of Records (TOR) from former school;
 - and a copy of Course Syllabus, Course Description of Subjects for validation from your former school duly certified by the Registrar or College Secretary
2. To determine which subject/s can be applied for validation:
 - check/compare course title/descriptions of subjects taken from former school if the same with UP subject/course (you may check the OUR website at <https://our.upd.edu.ph/> or check the website of the home unit/college offering the subjects for the UP course title/descriptions)
3. Fill-up the Application for Credit with Validation Form separately according to offering college or discipline per department
 - (i.e. CSSP subjects in one form, CHK subjects in another form, etc.). Attach in each form a copy of your TOR, and the course syllabus/description (of the subject applied for validation) from your former school.
4. Once all requirements are completed, fill-up the google form for the [Application for Course Credit with Validation](#).

NOTE:

- *If you have taken NSTP 1 & 2 from your former college/university, that will be automatically credited to you. NO need to apply for course validation/crediting.*
- *And, if you have taken only one NSTP (NSTP1) from your former college/university, you also need not apply for validation/crediting for that one NSTP, BUT you have to take both NSTP 1 & 2 here in UP.*
- *Credited course/s taken from other UP units or other school will not be reflected to your UP Diliman CRS. It will only reflect in your Official Transcript of Records (OTR).*

Important reminder:

Please be guided on the deadline of application based on 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/srocswcd>

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-