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 SCHOLARSHIP

Requirements:

For New Applicants

- 1. Duly accomplished Application for Scholarship Form
- 2. Photocopy of last year Income Tax Return (ITR)
- 3. Form 5
- 4. (1) 2 x 2 photo
- 5. A 2-page autobiography with significant events in your life, at home, school and community which have influenced you as a person and the reasons why you are applying for a scholarship.
- 6. BIR Tax exemption for the year or Barangay Certification of Unemployment (if parents are not working).

For Renewal of Application for Scholarship

- 1. Duly accomplished Application for Scholarship Form
- 2. Photocopy of last year Income Tax Return (ITR)
- 3. Form 5
- 4. (1) 2 x 2 photo
- 5. A 1-page essay about how the earlier scholarship helped you in your studies and the reasons why you are applying for a scholarship.
- 6. BIR Tax exemption for the year or Barangay Certification of Unemployment (if parents are not working).

STEPS:

- 1. Download and Fill-up the Application for Scholarship Form.
- 2. Fill-up the google form for the **Application for Scholarship**.
- 3. The SRO will evaluate and forwards the list of applicants to the College Committee on Student Academic Welfare (CSAW) for action/recommendation.
- 4. The CSAW will send their action/recommendation to the SRO.
- 5. The SRO will inform the student of the results of their application. end.

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 your guidance.

Thank you. -SRO, CSWCD-