



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

GRADUATE PROGRAM APPLICATION PROCESS

APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED

STEPS:

1. Fill-up completely the **Application Form**:
 - [Graduate Program \(Local\) Application Form](#)
 - [Graduate Program \(Foreign\) Application Form](#)
2. Pay the **Application Fee** of:
 - **P100.00** - Diploma/Masteral Program (Local Application)
 - **P500.00** - Doctoral Program (Local Application)
 - **\$35.00 or its Philippine Peso equivalent** - (Foreign Application)

Payment Instructions:

 - Fill-out 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 detailed instructions)
 - **Payment using GCash** (click [here](#) to view detailed instructions; *for GCash Reference Number, please encode any number*)
 - For payment validation, if payment was made thru LinkBiz or GCash, e-mail the proof of payment and payment slip to the UPD Cash office at cashoffice.upd@up.edu.ph.
3. **Fill-up the google form** for the [Application for New Admission](#).
4. **Applicants must submit to SRO the complete physical copies of their requirements immediately after filling-out the google form. Applications with no submitted physical copies of requirements will not be processed.**

*STUDENT RECORDS OFFICE (SRO)
Room 107, Ground Floor
College of Social Work and Community Development (CSWCD)
Magsaysay Avenue, U.P. Campus Diliman, Quezon City 1101*
5. **The recommending parties must directly submit the [Recommendation Letter](#) to SRO at cswcdsro.upd@up.edu.ph with subject line: Recommendation Letter_Name of Applicant (e.g. Recommendation Letter_Dela Cruz, Juan) or may put in a sealed envelope duly signed on the flap.**
6. All submitted applications with complete requirements will be forwarded to the Department/College Admission and Scholarships Committee for evaluation.

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 email address: cswcdsro.upd@up.edu.ph.

For guidance.

Thank you
-SRO, CSWCD-