



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

REQUEST FOR PERMIT TO TRANSFER

Requirements:

1. Accomplished College Clearance
2. Notice of admission from the admitting College/University
3. Proof of Payment of Fee

STEPS:

1. Accomplish the [College Student Clearance](#) prior request of a permit to transfer.
2. Pay the **Permit to Transfer fee of P20.00.**
 - **Fill-out completely 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 the detailed instructions, steps 1-13)
 - Payment using **GCash** (click [here](#) to view the detailed instructions, steps 1-5; for the GCash Reference #, please encode any number)
 - For payment validation, if payment was made thru LinkBiz or GCash, e-mail your proof of payment and payment slip to UPD Cash office at cashoffice.upd@up.edu.ph.
3. Fill-up the google form for the [Request for Permit to Transfer](#).
4. The SRO will process and send the Permit to Transfer to the student. - 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/srocswwcd>
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-