**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

## UNDERGRADUATE PROGRAM APPLICATION PROCESS

### *APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED*

**For Shiftee students from other UP Units/Colleges in Diliman (S1 & S2) and Transfer students (T1) from other UP Campuses:**

**STEPS:**

1. Fill-up completely the **Application form**:
   - **BSCD Application Form**
   - **BSSW Application Form**

2. **Fill-up the google form** for the **Application for New Admission**.

3. **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*

4. All submitted applications with complete requirements will be forwarded to the Department/College Admission and Scholarships Committee for evaluation.

**For Transfer students (T2) from other Schools/Universities (Non-UP):**

1. Fill-up the application form (**here**) and submit to the Office of the University Registrar (OUR)-Admissions Section.
2. Kindly email admission.our@upd.edu.ph for the details of the application process.

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*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 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-