



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

APPEAL FOR READMISSION FROM AWOL

Who is considered to be an AWOL?

- A student who withdraws from a college without formal leave of absence (Revised UP Code: Art. 403).

AWOL for 1 Semester

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Accomplish the RAWOL/Waiver of MRR and Plan of Study (POS) [form](#), signed by Program Adviser.
3. Fill-up the google form for the [Appeal for Readmission from AWOL](#) for evaluation and upload these initial requirements:
 - Letter of appeal
 - RAWOL/Waiver of MRR form
 - Plan of Study (POS)
 - Proof of absence:
 - Health - Medical Certificate
 - Employment - Certification of Employment/Work Schedules
 - Other valid documents as proof of absence
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
5. Once the appeal has been approved, the SRO will email the student to accomplish these additional requirements:
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)²
 - Proof of payment of **AWOL fee of P225.00**
Payment Instructions:
 - **Fill-out completely** the [Payment Slip](#)
 - Pay through the following options:
 - **In-person** (face-to-face) payment at the **UPD Cash Office (highly recommended)**
 - **Payment using LinkBiz**
 - click [here](#) to view the detailed instructions
 - **Payment using GCash**
 - click [here](#) to view the detailed instructions
 - For payment made through LinkBiz or GCash, please e-mail your proof of payment and payment slip to UPD Cash office at cashoffice.upd@up.edu.ph copy furnish SRO at cswcdsro.upd@up.edu.ph for validation.
6. The SRO will forward the complete requirements to the OUR-Admissions Section for further processing.
7. The SRO will send the University Admission Slip (UAS) to the student. - end.

AWOL for 2 or more Semesters

STEPS:

1. The student writes a letter of appeal addressed to the Dean, Prof. Lenore P. Dela Cruz, endorsed by Program Adviser.
2. Accomplish the RAWOL/MRR waiver form and Plan of Study (POS) [form](#), signed by Program Adviser.
3. Fill-up the google form for the [Appeal for Readmission from AWOL](#) for evaluation and upload these initial requirements:
 - Letter of appeal
 - RAWOL/Waiver of MRR form
 - Plan of Study (POS)
 - Notarized Affidavit of Non-enrollment to other UP units, colleges or universities
 - Proof of absence:
 - Health - Medical Certificate
 - Employment - Certification of Employment/Work Schedules
 - Other valid documents as proof of absence
4. The SRO will route the appeal to the Department Chair and College Secretary for review and endorsement then it will be forwarded to the Dean for final action.
5. Once the appeal has been approved, the SRO will email the student to accomplish these additional requirements:
 - [Student Directory](#)
 - **Medical certificate** from the UP Diliman Health Service, if the reason from being **AWOL was due to health/medical reasons** (click [here](#) to view the detailed instructions)
 - Proof of payment of **AWOL fee of P225.00**
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 - For payment made through LinkBiz or GCash, please e-mail your proof of payment and payment slip to UPD Cash office at cashoffice.upd@up.edu.ph copy furnish SRO at cswcdsro.upd@up.edu.ph for validation.
6. The SRO will forward the complete requirements to the OUR-Admissions Section for further processing.
7. The SRO will send the University Admission Slip (UAS) to the student. - end.

Important reminder:

- **Please be guided on the deadline of filing of appeals for readmission as indicated in the CSWCD-UPD internal calendar.**
- [UPD Academic Calendar](#)

**For Graduate Students, being an AWOL for more than 5 years (1) can be a ground for dismissal from the program or (2) re-apply as a new student subject to approval (wherein all courses taken has to be repeated).*

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 your guidance.

Thank you.

-SRO, CSWCD-