



## 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 \(Local\)](#)
  - [Graduate Program \(Foreign\)](#)
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-up 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 detailed instructions
    - **Payment using GCash**
      - click [here](#) to view detailed instructions
  - For payment made through LinkBiz or GCash, please e-mail the proof of payment and payment slip to the UPD Cash Office at [cashoffice.upd@up.edu.ph](mailto:cashoffice.upd@up.edu.ph) copy furnish SRO at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for validation.
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](mailto: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/Student Welfare and Admissions 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](mailto:cswcdsro.upd@up.edu.ph).**

For guidance.

Thank you

-SRO, CSWCD-