



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:

- Accomplished College Student Clearance
- Notice of admission from the admitting College/UP unit
- Proof of Payment of transaction fee

STEPS:

1. Download and fill-up the [College Student Clearance form](#)
 - Secure the clearances of the following units:
Program Adviser, Department Chair, Loanboard and CSWCD Library
2. Once accomplished, fill-out the google form for the [Request for Permit to Transfer](#)
3. The SRO will acknowledge and issue a Billing Statement/SOA
4. The student will pay the transaction fee and send the proof of payment to SRO
5. The SRO will process request.

****Request will be process within 3-5 days upon receipt of proof of payment.***

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/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 your guidance.

Thank you.
-SRO, CSWCD-