



## 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 CANCELLATION OF ENLISTMENT

#### **STEPS:**

1. The student writes a letter of appeal for cancellation of enlistment addressed to the University Registrar (for those eligible for the Free Tuition Act) or addressed to the Chancellor (for other students) to be endorsed and signed by the Program Adviser.
2. Fill-up the [Certificate of Non-Attendance Form](#)
  - Secure the signature of the respective Faculty/Instructor of the class
3. Fill-up the google form for the [Appeal for Cancellation of Enlistment](#)
4. The SRO routes and returns the endorsed letter of appeal and signed certificate of non-attendance to the student.
5. The student emails the appeal to the Office of the University Registrar (OUR) helpdesk at [our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph) for approval.
6. The student will receive an acknowledgment (Support Ticket) from the OUR helpdesk.
7. The OUR forwards the appeal to the Office of the Chancellor for final action.
8. The OUR notifies the student of the action/recommendation and necessary instructions. - 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/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 your guidance.

Thank you.

-SRO, CSWCD-