



**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

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**APPLICATION FOR QUALIFYING / COMPREHENSIVE EXAM**  
**(For Doctor of Social Development)**

**STEPS:**

1. Applicants must be officially enrolled in Residence ([Residence Enrollment Process](#)).
2. Download and Fill-up completely the:
  - a. [DSD Application for Qualifying Exam Form](#) or
  - b. [DSD Application for Comprehensive Exam Form](#)
3. Fill-up the google form for the [Application for Qualifying / Comprehensive Exam for DSD](#)
4. Once received, the SRO evaluates the student's academic records and forwards the list of applicants to the DSD Committee for approval.
5. The DSD Program Director will inform the applicants/students of the scheduled orientation and dates of Qualifying/Comprehensive Examination.
6. The DSD Program Director will submit to the SRO the approved list of students who will take the comprehensive examination.

**Important reminder:**

**Please be guided on the deadline of filing application for graduation in accordance to the approved [Academic Calendar](#).**

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***Please keep posted for updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following official websites:***

UPD Office of the University Registrar: <https://our.upd.edu.ph/>  
UPD CRS: <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-