



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

APPLICATION PROCESS FOR STUDENT SUPPORT

1. Submission of Applications for Student Support is within a week after the end of the Regular Enlistment period.
2. Prepare the following:

For New Applicants

- a) Duly accomplished Application for Student Support Form
- b) Application letter stating the reasons why you are applying for a scholarship. Have this endorsed by your Program Adviser, [or FIP Coordinator, if applicable], and Department Chair
- c) Certified TCG (current semester; to follow after deadline of grades submission)
- d) Form 5 (to follow after enrollment if not yet available)
- e) Photocopy of parents/guardians last year Income Tax Return (ITR) and/or
- f) BIR Tax exemption for the year or Barangay Certification of Indigency/No Income (if parents/guardians are not working).

For Renewal of Application for Scholarship

- a) Duly accomplished Application for Student Support Form
- b) Application letter stating the reasons why you are applying for a scholarship. Have this endorsed by your Program Adviser, [FIP Coordinator, if applicable], and Department Chair
- c) A 1-page essay about how the earlier scholarship helped you in your studies.
- d) Certified TCG (current semester; to follow after deadline of grades submission)
- e) Form 5 (to follow after enrollment if not yet available)
- f) Photocopy of parents/guardians last year Income Tax Return (ITR) and/or
- g) BIR Tax exemption for the year or Barangay Certification of Indigency/No Income (if parents/guardians are not working).

3. Fill-up the google form for the [Application for Scholarship](#). APPLICATION AND SUPPORTING DOCUMENTS LISTED ABOVE TO BE SUBMITTED ONLINE VIA THE GOOGLE FORM. Please ensure that all your documents are merged into one PDF file. **Note: The form will be opened on July 25, 2025.** Download and Fill-up the [Application for Scholarship Form](#).



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4. The SRO will do an initial evaluation of the submitted documents and forward the list of applicants and supporting documents to the College Committee on Student Academic Welfare (CSAW) through the College Secretary for action/recommendation.
 - a. The OCS consults/coordinates with the department FIP coordinators and SWAC heads to come up with a short list of applicants which will then be forwarded to the CSAW for their final review and endorsement.
5. The OCS will write the Letter of Request for the Payment/Disbursement of Funds and Summary of the endorsed applications and send its action/recommendation to the Dean for approval and endorsement.
6. The OCS will forward the approved and endorsed request for payment of grants to UPSARDFI or OSG depending on the source of funds.

The OCS will inform the student of the results of their application.

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-