



## 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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### GRADUATE PROGRAM APPLICATION PROCESS

#### **APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED**

#### **STEPS:**

1. Fill-up completely the **Application Form** for:
  - [Graduate Program \(Local\)](#)
  - [Graduate Program \(Foreign\)](#)
2. Fill up the google form for the **Application for New Admission** and upload the requirements for initial checking:
  - [First Semester](#)
  - [Second Semester](#)
3. Upon receipt of the application, the SRO acknowledge and issue a Billing Statement/SOA.
4. The applicant will pay the Application Fee through the following payment options.  
*(Fund Transfer or Bank Over-The-Counter payment ARE NO LONGER ALLOWED.)*
  - a. UPD Cash Office (highly encouraged)
  - b. Online (GCash)
  - c. Online (LinkBiz)
5. The applicant must submit to SRO the complete physical copies of the requirements on or before the specified deadline of submission or immediately after . *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*
6. The recommending parties must directly submit the [Recommendation Letter Form](#) 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.
7. All submitted complete applications will be forwarded to the Department Student Welfare and Admissions Committee (CSAW) for screening and evaluation.
8. After the CSAW recommendations, the SRO will inform the applicants of the results.

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**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 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-