



## 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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### 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. Fill-up the google form for the [Request for Permit to Transfer](#)
2. The SRO will acknowledge and issue a Billing Statement/Statement of Account (SOA)
3. The student will pay the transaction fee and submit the proof of payment to SRO
4. The SRO will process the request and release the Permit to Transfer to the student.

***\*Request will be processed within 3-5 days upon receipt of the proof of payment.***

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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@upd.edu.ph](mailto:cswcdsro.upd@upd.edu.ph)***

For your guidance.

Thank you.

-SRO, CSWCD-