



## 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 TO THE UNDERGRADUATE PROGRAMS AS SHIFTEE AND TRANSFER STUDENTS

- **Transfer Students (T2) from school other than UP (non-UP)** may apply and submit their applications to the **Office of the University Registrar (OUR) - Admissions Section**. Please refer to this [link](#).
- **Shiftee students from other UP units in Diliman and Transfer students (T1) from other UP Campuses** may apply and submit their applications to **CSWCD Student Records Office**.

### STEPS:

1. **Fill-out** completely the **application form**:
  - [BSSW application form](#)
  - [BSCD application form](#)
2. **Submit the complete requirements via email** at [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) and the **physical copies** (original and photocopies) to SRO on or before the specified deadline of submission of applications.

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

-----  
*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 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-