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

UNDERGRADUATE PROGRAM APPLICATION PROCESS

APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED

For Shiftee students from other UP Units/Colleges in Diliman (S1 & S2) and Transfer students (T1) from other UP Campuses:

STEPS:

1. Fill-up completely the **Application form**:
   - **BSCD Application Form**
   - **BSSW Application Form**

2. **Fill-up the google form** for the **Application for New Admission**.

3. **Applicants must submit to SRO the complete physical copies of their requirements immediately after filling-out the google form. *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

4. All submitted applications with complete requirements will be forwarded to the Department/College Admission and Scholarships Committee for evaluation.

For Transfer students (T2) from other Schools/Universities (Non-UP):

1. Fill-up the application form (**here**) and submit to the Office of the University Registrar (OUR)-Admissions Section.
2. Kindly email admission.our@upd.edu.ph for the details of the application process.

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 website: https://pages.upd.edu.ph/srocswcd
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 guidance.

Thank you.
-SRO, CSWCD-