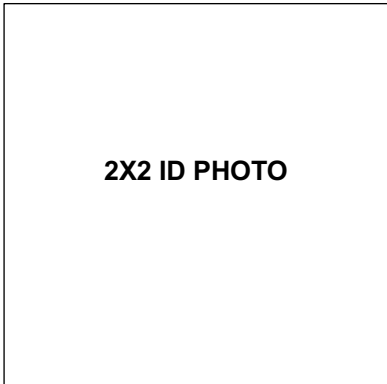




OFFICE OF THE COLLEGE SECRETARY
 College of Social Sciences and Philosophy
 University of the Philippines Diliman

SHIFTING APPLICATION FORM

Please note that application forms with erasures, alterations, and tampering will not be accepted/processed.



Application for admission to CSSP as (please check the appropriate box):

- TRANSFER 1** (from other UP units outside Diliman)
- SHIFTEE 1** (from a unit within CSSP)
- SHIFTEE 2** (from a unit within UP Diliman)

| | | | |
|-------------------------------------|--|------------------------------|--|
| NAME: | | CONTACT NO(S): | |
| STUDENT NO.: | | EMAIL ADDRESS: | |
| HOME ADDRESS: | | | |
| DATE OF BIRTH: | | PLACE OF BIRTH: | |
| CURRENT COLLEGE OR UP UNIT: | | SEM AND AY ACCEPTED: | |
| CURRENT PROGRAM: | | PROGRAM APPLYING FOR: | |
| SCHOLARSHIPS AND PRIVILEGES: | | | |

I hereby certify that the above information is true and correct to the best of my knowledge.

 Signature over printed name of the applicant

 Date

Do NOT write on this portion (to be accomplished by the CSSP-OCS):

| | | |
|--|------------------------------------|--|
| Total no. of units earned/passed by the applicant: | General Weighted Average (GWA): | |
| | Curriculum Weighted Average (CWA): | |

DECISION:

- Not Accepted
- Referred to the Department of _____ for evaluation

 Signature over printed name of the College Secretary

 Date

DECISION OF THE DEPARTMENT CONCERNED:

- Accepted
- Conditions set for compliance: _____
- Waitlisted
- Not accepted
- Reason(s): _____

 Signature over printed name of the Department Chair

 Date

CONDITIONS AND REQUIREMENTS FOR SHIFTING AND TRANSFERRING TO CSSP

1. The applicant must **have earned/passed 30 units or more** from their home unit and must **have a GWA of 2.0 or better** or as specified by the program applying for.
2. The applicant must submit from their previous college a **certified true copy of grades** duly signed by the College Secretary of the home college.
3. The applicant must pay a **non-refundable filing fee of PHP 20.00** before submitting their application, if not eligible for free tuition.
4. **If accepted**, a Transfer 1 or Shiftee 2 applicant must submit the following:
 - a. **Certification of Non-Contract** from their previous College, stating that they are allowed to transfer to any other college or UP unit;
 - b. **Permit to Transfer** duly certified by the College Secretary of their previous College;
 - c. **Clearance** from their previous college; and
 - d. **Birth certificate (PSA-issued)**, original and photocopy.
5. The Department will notify the applicant regarding the result of their application.
6. An accepted student **must personally confirm** that they will enroll in the degree program where they are accepted; otherwise, their slot will be given or allotted to other eligible applicants. Information about the confirmation period may be inquired at the Office of the College Secretary.

I certify that I have read and understood the above conditions and requirements. I hereby affirm that all information supplied herein is complete and accurate. Withholding or giving false information will make me ineligible for admission or will subject me to dismissal. If admitted, I agree to abide by the policies, rules, and regulations of the University of the Philippines.

Signature over printed name of the applicant

Date

FOR THE PERSON IN CHARGE OF ACCEPTING THE APPLICATION

| | |
|--|-----------|
| Application for Transfer Reference Number: | _____ |
| Application fee: | PHP 20.00 |
| Less Higher Education Subsidy: | PHP 20.00 |
| Total amount due: | PHP 0.00 |

Date of filing the application: _____

Personnel who received the application: _____