



OFFICE OF THE COLLEGE SECRETARY

College of Social Sciences and Philosophy

University of the Philippines Diliman

SHIFTING APPLICATION FORM



**APPLICATION FORMS WITH ERASURES, ALTERATIONS AND TAMPERING WILL NOT BE ACCEPTED/PROCESSED*

Application for Admission to CSSP as **TRANSFER 1** (from other UP units outside Diliman)
 (Pls. Check the appropriate box) **SHIFTEE 1** (within CSSP)
 SHIFTEE 2 (within Diliman)

NAME:				CONTACT NO.:	
STUDENT NO.:		EMAIL:			
HOME ADDRESS:					
DATE OF BIRTH:		PLACE OF BIRTH:		AGE:	
CURRENT COLLEGE OR UP UNIT				SEM/YEAR ACCEPTED:	
CURRENT PROGRAM:			PROGRAM APPLIED FOR:		
SCHOLARSHIPS AND PRIVILEGES:					

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

Printed Name of Applicant

Signature of Applicant

Date Signed

DO NOT WRITE ON THIS PORTION (FOR COLLEGE SECRETARY OF CSSP):

Total number 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

College Secretary

Date

FOR THE DECISION OF THE DEPARTMENT CONCERNED

/ / Accepted
Conditions set that should be complied with _____

/ / Waitlisted

/ / Not accepted in the program
Reason/s for not accepting _____

Department Chair

Date

CONDITIONS AND REQUIREMENTS FOR SHIFTING AND TRANSFERRING TO CSSP

1. The applicant must have **earned/passed 30 units or more** from his/her mother unit and must have a **GWA of 2.0 or better** or as specified by the program applied to.
2. The applicant must submit from his/her previous college a **CERTIFIED TRUE COPY OF GRADES** duly signed by the College Secretary.
3. The applicant must pay a **PHP 20.00** (non-refundable) filing fee before filing/submitting his/her 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 his/her previous College stating that he/she is allowed to transfer to any other College or UP unit.
 - b. **PERMIT TO TRANSFER** duly certified by the College Secretary of his/her previous College
 - c. **CLEARANCE** from his/her previous College
 - d. **Birth Certificate (PSA issued)** original and photocopy.
5. The department will notify the applicants regarding the results of their application.
6. An accepted student MUST personally confirm that he/she will enroll in the degree program where he/she is accepted, otherwise, his/her slot will be given or allotted to other eligible applicants. Confirmation period is from _____ **only**.

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 subject to dismissal. If admitted, I agree to abide by the policies, rules and regulations of the University of the Philippines.

Signature of Applicant

Date Signed

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
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Date of filing /submission of application _____

Person who received the application _____