



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

***APPLICATION FOR GRADUATION**

**To be accomplished in duplicate – for OCS, student*

INSTRUCTION TO THE APPLICANT: Check your status with the Student Records Evaluator at the Office of the College Secretary one week after the submission of final grades. It is your responsibility to inform the office if you are unable to graduate on the semester you applied.

NAME: _____ **STUDENT NO.:** _____

DATE OF BIRTH (for PRC's requirement): _____ **Contact No.:** _____

CURRENT ADDRESS _____

PERMANENT ADDRESS (if different from current): _____

E-MAIL ADDRESS: _____

OTHER SOCIAL MEDIA ACCOUNTS (ex. Facebook or Twitter): _____

DEGREE: _____ **MAJOR:** _____

I expect to finish my degree by the end of _____

CANDIDATES FOR PROBABLE HONORS
(check the appropriate box)

- I am a candidate for honors.
- I was on a regular load (at least 15 units per semester)
- I was under loaded during _____ semester, 20__ - 20__ due to _____
- I am not a candidate for honors

SCHEDULE OF CLASSES THIS SEMESTER

SUBJECTS	TIME	DAYS	ROOM

Recommended by: _____

Signature of Student

Name of Dept. Adviser/ Signature

Date: _____

- Please check the box if you are a **TRANSFEREE** from another school.
- Please check the box if you are a **SHIFTEE**.

RULES ON UNDERLOADING OF CANDIDATES FOR GRADUATING WITH HONORS:

Students who are candidates for graduation with honors must take not less than 15 units of credit during each semester or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

1. For health reasons- medical certification to be confirmed by the University Health Service.
2. For unavailability of courses- certification by major adviser and copy of the schedule of classes.
3. For employment – copy of payroll or appointment papers indicating the duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of one cause(s) of his/her light loading.

Date

I hereby authorize the CSSP College Secretary's Office to provide my personal information (name, address, contact number/s, email address/es, course, honors/awards received) for the following purpose/s.

- Employment
- Research
- Invitation to join honor societies
- Nomination for awards, achievements, etc.
- Others

Signature Over Printed Name