

APPLICATION AND SUBMISSION OF REQUIREMENTS FOR TRANSFER APPLICANTS FROM OTHER SCHOOLS/UNIVERSITIES AND SECOND-DEGREE APPLICANTS FOR ACADEMIC YEAR 2024-2025

Application period: June 03-28, 2024 (until 5PM of 28 June 2024 only)

Incomplete requirements will not be accommodated.

IMPORTANT NOTE: B Fine Arts and B Music applicants are required to take a talent test. You may visit their websites for more information. Applicants to these degree programs still need to comply with all the requirements as stated in this Guide.

For the College of Fine Arts, click [here](#).

For the College of Music, click [here](#).

1. Download and fill out Application Form. (For local applicants and Filipinos studying in schools abroad, click [here](#) to download. For foreign applicants, click [here](#) to download), **attach a recent 2x2 ID photo.**

Things to consider in filling out the application form.

a. Refer to the [PRIMER AY 2024-2025](#) for the list of degree programs that are open for transfer applicants, their specific requirements such as GWA, schedules of interview /exam, etc.

(Click [here](#) to view to the Primer)

b. Applicant may apply for a maximum of three (3) degree programs.

c. Do not forget to sign the application form.

2. Prepare the following required documents:

a. Printed copy of the first/front page of the emailed responses of the accomplished online form (see item number 3 of this document for the online forms).

b. Accomplished application form (UP Form 3/3.1) with recent 2x2 photo.

c. Certified true copy of grades (TCG)/scholastic records from each college/school attended duly signed by the registrar/school head or its authorized representatives (*original copy*).

Note: Do not apply for Honorable Dismissal/Transfer Credential unless you have been accepted into a degree program

d. Certificate of No Enrollment for the gap semesters/year (if applicable)

Note: Gap semester/year is the semester/year without any enrollment in any academic institution prior to this transfer application. You may download a sample template [here](#).

Additional Requirements:

e. If the applicant is **a graduate of a 2-3-year academic program** (Diploma/Associate)

- Certificate of ladderized program from the previous school/college
- Certificate of government recognition from the previous school/college

Note: Not eligible to apply if not graduated from the Associate/Diploma program

f. **Local second-degree applicants**, copy of your receipt/proof of payment of the application fee (Instructions on how to pay will be provided upon submission of the required documents).

g. **Foreign second-degree applicants/Filipinos studying abroad applying for a second-degree**, copy of your receipt/proof of payment of the application fee (Instructions on how to pay will be provided upon submission of the required documents).

3. For local applicants, please fill out this online [form](#). For foreign applicants and Filipinos studying in schools abroad, please fill out this online [form](#).

***Note:** Application submitted via email will not be processed.*

4. After filling out the online forms in Step 3, local applicants must submit the required documents (see Step 2) to:

**Admission Section (AS)
Ground Floor, Office of the University Registrar
University of the Philippines Diliman**

For foreign applicants and Filipinos studying abroad, submit the required documents to:

**One Stop Student Desk (OSSD)
Ground Floor, Office of the University Registrar
University of the Philippines Diliman**

Note: At this step, submitted documents will be initially evaluated for completeness and authenticity. We encourage applicants to personally submit their application for immediate feedback.

In addition, please note of the face-to-face queueing system in place, for T2/Second Degree documents submission.

AS/OSSD will only accommodate a total of 160 applicants in a day. 80 in the morning, and 80 in the afternoon. Accommodation will be done in batches of 20 applicants per hour on a “first come, first served basis”. A queue number will be distributed with the time of accommodation properly indicated in the queue stub. If an applicant missed the assigned schedule, the applicant would have to requeue.

5. Wait for UPD OUR’s email regarding the result of your initial evaluation. The result will be sent to your email address.

Note: This is not immediate as the OUR will still have to evaluate and compute the submitted grades. The email will be sent on or before 15 July 2024. Please be patient.

For further inquiries:

You may call at 8981-8500 local 4556 or email arschief.ourdiliman@up.edu.ph (local applicants) or you may call 8981-8500 local 4557 or email onestop_our.updiliman@up.edu.ph (foreign applicants and Filipinos studying abroad)

Office hours: Monday to Friday, 8:00AM to 5:00PM (except holidays)

**NOTE: ACCEPTANCE TO A DEGREE PROGRAM IS SUBJECT TO AVAILABILITY OF SLOTS.
IN ADDITION, ACCEPTANCE TO A DEGREE PROGRAM IS PROVISIONAL, SUBJECT TO VERIFICATION OF
ENTRANCE CREDENTIALS SUBMITTED TO THE OUR.**