

# ONLINE SUBMISSION OF APPLICATION AND REQUIREMENTS FOR SECOND-DEGREE/TRANSFER APPLICANTS FROM OTHER SCHOOLS AND UNIVERSITIES FOR ACADEMIC YEAR 2021-2022

**Application period: June 01-30, 2021 (until 5PM of 30 June 2021 only)**

**Incomplete requirements will not be accommodated.**

**Applicants to B Fine Arts and B Music are required to take a talent test. Application to these programs should be made directly to the colleges concerned.**

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 picture and have it scanned.**

## **Things to consider in filling out the application form**

a. Refer to the [PRIMER AY 2021-2022](#) 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. Accomplished application form (UP Form 3/3.1) with recent 2x2 photo.

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

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

c. 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.*

## **Additional Requirements:**

d. 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

e. **Local second-degree applicants/Filipinos studying abroad applying for a second-degree**, soft copy of your “proof of payment” of the application fee (click [here](#) for the instructions).

f. **Foreign second-degree/transfer applicants**, soft copy of your “proof of payment” of the application fee (click [here](#) for the instructions).

**3. Rename all your files with this format: Lastname\_Firstname\_document.filetype**  
(e.g., Delacruz\_Juan\_TCG.pdf, Delacruz\_Juan\_proofofpayment.pdf)

**4. For local applicants, submit the required documents [here](#). For foreign applicants and Filipinos studying in schools abroad, submit the required documents [here](#).**

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

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

**For further inquiries:**

You may call at 8981-8500 local 4556 (MWF, 8-5 only)

For local applicants, you may email [admission.our@upd.edu.ph](mailto:admission.our@upd.edu.ph)

For foreign applicants and Filipinos studying in schools abroad, you may email [onestop.our@upd.edu.ph](mailto:onestop.our@upd.edu.ph)

**NOTE: ACCEPTANCE TO A PROGRAM IS PROVISIONAL SUBJECT TO VERIFICATION AND SUBMISSION OF ORIGINAL APPLICATION FORM AND REQUIREMENTS.**