**OCS Form No. 09**

**UNIVERSITY OF THE PHILIPPINES DILIMAN (UPD)**

**COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY**

**Office of the College Secretary**

**Tel. Nos. 981-8500 loc. 2428 or 2430**

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**APPLICATION FOR GRADUATION**

**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:** Last, First, Middle **STUDENT NO.:** Click here to enter text.

**DATE OF BIRTH (for PRC’s requirement)** Click here to enter text. **Contact No.:** Click here to enter text.

**CURRENT ADDRESS:** Click here to enter text.

**PERMANENT ADDRESS** (if different current) Click here to enter text

**E-MAIL ADDRESS:** Click here to enter text.

**OTHER INTERNET ACCOUNTS** (facebook or twitter) Click here to enter text.

**DEGREE :** Choose an item. **MAJOR:** Choose an item.

I expect to finish my degree by the end of Click here to enter text.

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT** | **TIME** | **DAYS** | **ROOM** |
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Recommended by: 

 **Signature of Student**

** Date** Click here to enter a date. **Name of Dept. Adviser/ Signature**

[ ] 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.

I certify that I have read and understood the Rules as stated above

 

 Printed Name

 Signature Over Printed Name

 **Date** Click here to enter a 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

 

 Printed Name Signature Over Printed Name

***(Note: Please do not convert to PDF file after filling-up this form)***