

APPLICATION FOR TRANSFER FROM OTHER SCHOOLS/UNIVERSITIES (T2), OTHER UP UNITS OUTSIDE DILIMAN (T1), SHIFTEES WITHIN UP DILIMAN (S2), AND SHIFTEES WITHIN UP DILIMAN CSSP (S1) FOR A.Y. 2026-2027

Requirements

- a. Accomplished application form
 - **For S1, S2, and T1** applicants: CSSP-OCS Form 6 for (downloadable through this link: <<https://shorturl.at/KK58d>>)
 - **For T2 applicants:** UP Form No. 3 (downloadable through this link: <<https://our.upd.edu.ph/forms/UPFORM3.pdf>>). Please also refer to item (g) below for more information.
- b. True Copy of Grades (TCG) duly certified by the home unit
- c. Recent ID picture (2x2) attached to the accomplished form
- d. Must have earned or passed at least 30 units (with numerical grades) from Home Unit (for S1, S2 and T1); or 33 units from previous school (for T2)
- e. Must satisfy the grade and other requirements set by respective departments of the programs specified below (see "Program Quota and Requirements..." file below for reference).
- f. Submission of application forms and documentary requirements starts on **01 June 2026 (MONDAY)**. Deadline for submission of COMPLETE REQUIREMENTS is on **30 June 2026 (Tuesday)**. **NO EXTENSION.** For **S1, S2**, submit the application form and duly signed True Copy of Grades (TCG) at the Office of the College Secretary Room AS101 Palma Hall **and T1 applicants**, submit the application form and duly signed True Copy of Grades (TCG) by filling out the Google form <https://forms.gle/k9cn9tE5YgGrsGVJA>
- g. For T2 applicants, application packets must be submitted to the Office of the University Registrar (OUR). Please visit their website (<https://our.upd.edu.ph/files/announce/T2Process.pdf>) for more information.

Reminders

1. For S1 or S2 applicants:

Shifting to another degree program is **allowed only after completion of at least thirty (30) units** in the first program and subject to compliance with the admission requirements of the new program.

- In the computation of the CWA¹, only the available numeric grades in all previous semesters except for second semester AY 2019-2020 for courses that will be credited into the new program will be considered.
- In the computation of the GWA², only the available numeric grades in all previous semesters except for second semester AY 2019-2020 for all subjects taken will be considered.

Admitting colleges/units may require additional admission standards.

2. For T1 applicants:

Students from another UP Constituent University (**T1**) **who have completed at least 30 collegiate academic units** may be admitted as transfer students subject to the rules of the admitting college.

- In the computation of the GWA² of T1, only the available numeric grades for all subjects taken will be computed.

Admitting colleges/units may require additional admission standards.

3. For T2 applicants:

Students with previous college work from another university (**T2**) **who want to transfer to UP Diliman shall have completed at least thirty-three (33) academic units** and shall satisfy all admission requirements of the University and that of the accepting unit/college.

- In the computation of the GWA², only the available numeric grades for all the collegiate academic units taken outside UP will be computed.

¹ CWA = Curriculum Weighted Average; used as the basis for evaluating admission of undergraduate students shifting to a new program. Computation is based only on the grades of the students in courses that will be credited in the new program. This will be applied to regular students and non-majors shifting to a new program

² GWA = General Weighted Average; used to evaluate students' overall scholastic standing. Computation of GWA at a particular level (i.e., undergraduate, master's, doctoral) is based on grades in all subjects taken at that level including those taken in previous programs (in cases where students shifted from another program) or subjects taken outside of the curriculum for enrichment purposes