University of the Philippines Diliman

Academic Common Services

ACADEMIC CLUSTERS

Type of Service: External

1. Requests and Invitations addressed to the Dean (meetings, interviews, partnerships)

Processing of requests and invitations addressed to the Dean (meetings, interviews, partnerships)

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Government / Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request *(provide email address and other contact details)*	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Letter of Request to the Office of the Dean through use of official office and staff emails, courier, or physical submissions	1.1 Receiving Personnel acknowledges receipt of document with Receiving stamp and signature or via acknowledgment email. 1.2 Receiving Personnel forwards document to the Dean for evaluation. 1.3 Dean decides whether to accept, decline, or *forwards the request to the concerned office/ department.	None	1 Day	*Receiving Personnel* Office of the Dean *Dean*

	in special cases, the Dean may delegate or assign the interview to other faculty in the College, thus it will take additional one (1) day processing time before they respond directly to the requesting party, copy furnished the College Dean		(1 Day)	
2. Client receives response for the request.	2.1. Receiving Staff of the Office of the Dean may choose among provided means (ex. use of official office and staff emails, courier, or physical submissions) to inform client of the Dean's response.	None	30 Minutes	*Receiving Personnel* Office of the Dean
TOTAL:		**None**	**1 Day and 30 Minutes**	

Type of Service: External

2. Request for Recommendation/ Endorsement Letter

Processing or request for Recommendation/Endorsement Letter that can be used for continuing academic pursuit, employment, and appointment

Office or Division:	All Academic Cluster
Classification:	Simple
Type of Transaction:	Government to Government/ Government to Citizen
Who may avail:	Faculty, Citizens, Staff
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

1. Request Letter for Recommendation/Endorsement 2. Other requirements: 2.1 For academic pursuits – Curriculum Vitae /Resume and Copy of Good Moral 2.2 For appointment and employment – Certificate of Employment which shows period of service	Office of the Dean

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits Letter of Request to the Office of the Dean via drop-off or email.	1.1. Receiving Personnel acknowledges receipt of document with Receiving stamp and signature or via acknowledgment email. 1.2. Receiving Personnel forwards document to the Dean for evaluation. 1.3 Dean decides whether to accept or decline the request 1.4 If accepted, the Dean will write a recommendation letter	None	2 Days	*Receiving Personnel* Office of the Dean *Dean*
2. Client receives response for the request.	2.1. Receiving Staff of the Office of the Dean may choose among provided means (ex. via phone call, text message, email) to inform client that the Recommendation/Endorsement Letter is ready for pick-up	None	30 Minutes	*Receiving Personnel* Office of the Dean
	TOTAL:	**None**	**2 Days and 30 Minutes**	

Type of Service: External

3. Endorsement Letter for Exchange Program or Study Abroad

Request for Endorsement Letter of Exchange Program or Study Abroad

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen

Who may avail:	Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Acceptance Letter	Partner International University
2. Endorsement Request Letter addressed to the Dean	Requesting Party
3. Exchange Program or Study Abroad Form* *Request Forms are available on the unit/office official website.* 4. Course Syllabus of Subjects to be taken	Office of the College Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Acceptance Letter from the Partner International University and Exchange Program or Study Abroad Form through official office and staff emails, courier, or physical submissions.	1.1. Receive Acceptance Letter from the Partner International University and Exchange Program or Study Abroad Form with Receiving stamp and signature or via acknowledgment email	None	5 Minutes	*Receiving Personnel* Office of the Dean
	1.2. Approve / Disapprove request for Endorsement of Exchange Program or Study Abroad	None	2 Days	*Dean*
2. Claim request for Endorsement of Exchange Program or Study Abroad	2. Release Endorsement Letter for Exchange Program or Study Abroad	None	5 Minutes	*Releasing Personnel* Office of the Dean
	TOTAL:	None	2 Days and 10 Minutes	

Type of Service: External

4. Changing/Tagging of Status Non-Major/Non-Degree

Changing/Tagging of Status Non-Major/Non-Degree

Office or Division:	All Academic Clusters

Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Permit to Enroll Form signed by the College Secretary 2. Application for Non-Major/Non-Degree Form endorsed by College Secretary *Request Forms are available on the unit/office official website.*	Office of the College Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Permit to Enroll Form, accomplish Application for Non-Major/Non-Degree Form and submit through official office and staff emails, courier, or physical submissions	1. Receive Permit to Enroll Form and accomplished Application for Non-Major/Non-Degree Form with Receiving stamp and signature or via acknowledgment email	None	15 Minutes	*Receiving Personnel* Office of the College Secretary
2. Go to the College Secretary / Program Adviser (Graduate Director / Undergraduate Committee Chair) Office or coordinate with the office if online consultation is possible.	2.1. College Secretary / Program Adviser advises student	None	1 Day	*College Secretary / Program Adviser*
	2.2. Student Records Evaluator will change the status of the student and prepare the College Admission Form	None	1 Day	*Student Records Evaluator* Office of the College Secretary
3. Receive College Admission Slip via pick-up or through email.	3. Release/Send College Admission Slip	None	5 Minutes	*Receiving Personnel* Office of the College Secretary
	TOTAL:	**None**	**2 Days and 20 Minutes**	

Type of Service: External

5. Endorsement for Appeal for Late Application for Dropping or Change Matriculation

Request for Endorsement of Appeal for Late Application for Dropping or Change Matriculation

IMPORTANT NOTE: The OUR strongly discourages ALL LATE APPLICATIONS. The Units kindly advise students to comply with University guidelines and standards as approved by appropriate authorities of the University. Page 10 of the UPD catalogue on academic requirements specifies:

Every student shall, upon admission, sign the following pledge:

"In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the college in which I am enrolled."

Refusal to take this pledge or viola on of its terms shall be sufficient cause for summary dismissal or denial of admission *(Revised UP Code: Art. 329 p. 82).*

All late applications will also be tagged as "low priority" for processing.

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter addressed to the Office of the University Registrar and must be endorsed or signed by the program adviser and department chair.	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter addressed to the Office of the University	1.1. Accept Letter addressed to the OUR and confirm receipt with receiving	None	1 Day	*Receiving Personnel* Office of the College Secretary *College Secretary*

Registrar (OUR) to the Office of the College Secretary via drop-off or through designated office email	stamp and signature or via acknowledgment email

1.2. Forward to the Dean/ College Secretary for endorsement | | | |
	1.2. Approve / Disapprove Endorsement of Appeal for Late Application for Dropping or Change Matriculation then return to the Office of the College Secretary for releasing	None	1 Day	*Dean*
2. Claim Endorsement of Appeal for Late Application for Dropping or Change Matriculation via pick-up or through email and forward it to the OUR via drop-off or through client's official UP Webmail account.	2. Release Endorsement of Appeal for Late Application for Dropping or Change Matriculation via pick-up or through email.	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
TOTAL:		**None**	**2 Days and 5 Minutes**	

Type of Service: External

6. Endorsement for Appeal for Late Application for Leave of Absence (LOA)

Request for Endorsement of Appeal for Late Application for Leave of Absence (LOA)

IMPORTANT NOTE: The OUR <u>strongly discourages</u> ALL LATE APPLICATIONS. The Units kindly advise students to comply with University guidelines and standards as approved by appropriate authorities of the University. Page 10 of the UPD catalogue on academic requirements specifies:

Every student shall, upon admission, sign the following pledge:

Academic Common Services

Office or Division:	All Academic Clusters			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Students of All Academic Clusters			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter addressed to the Office of the University Registrar and must be endorsed or signed by the program adviser and department chair.		Requesting Party		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter addressed to the Office of the University Registrar (OUR) through the Office of the College Secretary via drop-off or through designated office email	1.1. Receive Letter addressed to the OUR with Receiving stamp and signature or via acknowledgment email 1.2. Forward to the Dean/ College Secretary for endorsement	None	1 Day	*Receiving Personnel* Office of the College Secretary *College Secretary*
	1.2. Approve / Disapprove Endorsement of Appeal for Late Application for Leave of Absence (LOA) then return to the Office of the College Secretary for releasing	None	1 Day	*Dean*

2. Claim Endorsement of Appeal for Late Application for Leave of Absence (LOA) via pick-up or through email and forward it to the OUR via drop-off or through client's official UP Webmail account.	2. Release Endorsement of Appeal for Late Application for Leave of Absence (LOA) via pick-up or through email.	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
	TOTAL:	**None**	**2 Days and 5 Minutes**	

*Once approved by the OUR, the student may proceed the process of LOA through CRS facilitated again by the OCS and the Dean

Please refer to this flow chart: https://our.upd.edu.ph/files/flowchart/newloa.pdf

Type of Service: External

7. Endorsement for Appeal Late Registration and Payment

Request for Endorsement of Appeal for Late Registration and Payment

IMPORTANT NOTE: The OUR <u>strongly discourages</u> ALL LATE APPLICATIONS. The Units kindly advise students to comply with University guidelines and standards as approved by appropriate authorities of the University. Page 10 of the UPD catalogue on academic requirements specifies:

Every student shall, upon admission, sign the following pledge:

"In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and in the college in which I am enrolled."

Refusal to take this pledge or viola on of its terms shall be sufficient cause for summary dismissal or denial of admission *(Revised UP Code: Art. 329 p. 82).*

All late applications will also be tagged as "low priority" for processing.

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen

Who may avail:	Students of All Academic Clusters			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Letter addressed to the Office of the Chancellor (OC) through Office of the University Registrar (OUR) must be endorsed or signed by the program adviser and department chair (if with payment If no payment involved, addressed to University Registrar only *Please provide email address and other contact details*		Requesting Party		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter addressed to the Office of the Chancellor (OC) through the Office of the College Secretary via courier or email	1.1. Receive Letter addressed to the Office of the Chancellor (OC) through Office of the University Registrar (OUR) 1.2. Forward to the Dean/ College Secretary for endorsement	None	1 Day	*Receiving Personnel* Office of the College Secretary *College Secretary*
	1.3. Endorse/ Not Endorse Endorsement of Appeal for Late Registration and Payment then return to the Office of the College Secretary for releasing	None	1 Day	*Dean*
2. Claim Endorsement of Appeal for Late Registration via email or pick up and Payment at the UP Cash Office or via online bank transfer and submit via email with attached proof of payment	2. Release Endorsement of Appeal for Late Registration and Payment	None	5 Minutes	*Releasing Personnel* Office of the College Secretary

		TOTAL:	**None**	**2 Days and 5 Minutes**	

*Once approved by the University Registrar, the student may proceed to process of (Late) registration;

Online payment: https://our.upd.edu.ph/files/flowchart/regmy2020.pdf

Face to face payment: https://our.upd.edu.ph/files/flowchart/regf2f.pdf

Type of Service: External

8. Endorsement for Deferment of Enrollment

Request for Deferment of Enrollment

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter addressed to the Dean through the College Secretary or Office of the Graduate Program *Please provide email address and other contact details*	Office of the College Secretary or Office of the Graduate Program

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter addressed to the Dean through the Office of the College Secretary through drop-off or via designated office email.	1.1. Receive Letter addressed to Dean through the College Secretary 1.2. Forward to the Dean	None	5 Minutes	*Receiving Personnel* Office of the College Secretary *College Secretary or Office of the Graduate Program*
	1.3. Approve / Disapprove request for Deferment of Enrollment	None	1 Day	*Dean*
2. Claim request for Deferment of Enrollment	2. Release approved / disapproved request for	None	5 Minutes	*Releasing Personnel* Office of the College Secretary or *Office of the Graduate Program*

	Deferment of Enrollment			
	TOTAL:	**None**	**1 Day and 10 Minutes**	

Type of Service: External

9. Issuance of Certificate of True Copy of Grades (TCG)

Processing of request of Certificate of True Copy of Grades (TCG)

Office or Division:	Office of the College Secretary, Office of the Graduate Program, All Academic Clusters			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Undergraduate and Graduate Students			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. TCG Request Form *Request Forms are available on the unit/office official website.*		Office of the College Secretary (OCS)		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.The Student fill-up and submit the accomplished form through drop-off or via designated office email.	1.1. Give Form to the Student through pick-up or via email 1.2. OCS Personnel indicate fee	None	10 Minutes	*Receiving Personnel* Office of the College Secretary
2.The Student proceed to the Cashier's Office or pays via online payment portals	2.Receiving Personnel accepts payment and issues	PHP 20.00 per copy of TCG	Pause Clock	*Receiving Personnel* UP Cashier's Office

	Official Receipt (OR)			
3.The student submits the request form and the OR to the OCS Personnel	3.1. OCS-Staff accepts the request Form and the OR 3.2. TCG copies are prepared and released via email or pick up	None	2 Days and 50 Minutes	*Releasing Personnel* Office of the College Secretary
TOTAL:	**PHP 20.00 per copy**		**3 Days**	

Type of Service: External

10. Issuance of Permit for Grade Completion / Removal Examination

Issuance of Permit for Grade Completion / Removal Examination

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Permit for Grade Completion / Removal Examination Form 2. Current Form 5 of the Student (proof that the student is currently enrolled) *Request Forms are available in the unit/office official website.*	Office of the College Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Permit for Grade Completion/Removal Examination Form along with proof of	1.1 Receive copy of accomplished form via pick-up or through email and check enrollment status of student.	*None *Subject to fines if exceeds	2 Hours	*Receiving Personnel* Office of the College Secretary

payment via courier or e-mail.	1.2. Forward Permit for Grade Completion/Removal to the College Secretary for approval. 1.3. Return the approved form to the student via email or pick-up.	*deadline of filing*		
2. Take the exam/submit the requirement/s and submit Permit for Grade Completion/Removal Examination Form via courier or email.	2.1. Administer the exam/receive the requirement/s. 2.2. Sign and return the form to the student.	None	2 Hours	*Faculty member administering the removal exam/receiving the requirement*
3. Submit accomplished Permit for Grade Completion/Removal Examination Form signed by instructor.	3.1. Receive the form signed by the instructor. 3.2. File the College Secretary's Copy of the form in the student's records jacket.	None	5 Minutes	*Receiving Personnel Office of the College Secretary*
	TOTAL:	**None**	**4 Hours and 5 Minutes**	

Type of Service: External

11. Process Application for Admission of New Graduate Students

Process Application for Admission of New Graduate Students

Office or Division:	All Academic Clusters
Classification:	Multi-Stage
Type of Transaction:	Government to Citizen
Who may avail:	Graduate Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form 2. Recommendation Form	Official Website of College
3. Certificate of Good Moral Character 4. Two (2) pieces of 2x2 picture	Requesting Party

5. Employment Certificate (if applicable)	
6. Student Directory Form (2 copies) 7. Program of Study	Office of the College Secretary
8. Official Transcript of Records (OTR) / True Copy of Grades (TCG) 9. Copy of Diploma 10. Transfer credentials or Honorable Dismissal for Non UP Graduates	Office of the University Registrar or Origin University or College
11. Medical Certificate	University Health Service
12. Certificate of Birth 13. Certificate of Marriage (if applicable)	Philippine Statistics Authority (PSA)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply online and pay at UP Cashier's Office through their designated payment portals	1. Accept payment and issue Official Receipt (OR)	PHP 500.00	5 Minutes	*Special Collecting Officer* UP Cashier's Office
2. Submit properly accomplished forms, OR, and other requirements through drop-off or via designated office email.	2. Receive properly accomplished forms with OR and other requirements	None	30 Minutes	*Receiving Personnel* Office of the College Secretary Or Office of Graduate Program
3. Submit Program of Study for Approval / Disapproval of the OCS/Graduate Director	3.1. Receive properly accomplished Program of Study	None	10 Minutes	*Receiving Personnel* Graduate and Fellowships Office
	3.2. Evaluate and process application. (After the deadline for filing of application)	None	10 Days	*Receiving Personnel* Office of the College Secretary Or Office of Graduate Program
4. Submit all original documents and receive College Admission Slip	5. Deliberate and select applicants.	None	11 Days	*Graduate and Fellowships Committee*
5. Secure Medical Certificate from the University Health Service and submit all original documents to the Office of the	6. OUR will Issue University Admission Slip. *Certain units require medical	None	10 Minutes	*Receiving Personnel* Office of the College Secretary Or Office of Graduate Program

University Registrar (OUR) to receive University Admission Slip.	certificate before releasing of College Admission Slip			
6. Submit University Admission Slip from OUR through drop-off or via designated office email.	7. Receive University Admission Slip	None	5 Minutes	*Receiving Personnel* Office of the College Secretary Or Office of Graduate Program
	TOTAL:	**PHP 500.00***	**21 Days and 1 Hour**	

*TABLE OF FEES:

SERVICES	FEES TO BE PAID
Process Application for Admission of New Graduate Students	
Other Units and Colleges	PHP 500.00
College of Home Economics	PHP 400.00
School of Economics	PHP 1,000.00
School of Labor and Industrial Relations	PHP 600.00
School of Library and Information Studies	PHP 200.00; USD 25.00 for Foreign, non-residents
School of Statistics and College of Engineering	PHP 100.00
School of Urban and Regional Planning	PHP 300.00
Virata School of Business (College of Business Administration)	PHP. 150.00
UP Diliman Extension Program (Pampanga, Olongapo)	PHP 600.00

Type of Service: External

12. Process Application for Admission: International Graduate Students

Process Application for Admission for International Graduate Students

Office or Division:	All Academic Clusters
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	International Graduate Students of All Academic Clusters
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application Form 2. Student Directory Form (2 copies) 3. College Admission Slip	Office of the College Secretary or Office of Graduate Program
4. Official Transcript of Records (OTR) (translated to English)	Client's School of Origin

5. Certificate of Good Moral Character (translated to English)	
6. Two (2) pieces of passport-sized picture 7. Certificate of Non-contract 8. Official TOEFL or IELTS score report (if medium of instruction in the school attended is not English) 9. Photocopy of Passport	Requesting Party
10. Medical Certificate	University Health Service
11. Certificate of Birth 12. Certificate of Marriage (if applicable)	Issuing Government Agency from Client's Country of Origin
13. Program of Study	Office of the Graduate Program

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply online and pay at UP Cashier's Office through their designated payment portals	1. Accept payment and issue Official Receipt (OR)	PHP 500.00	5 Minutes	*Special Collecting Officer* UP Cashier's Office
2. Submit properly accomplished forms, OR, and other requirements through drop-off or via designated office email.	2. Receive properly accomplished forms with OR and other requirements	None	30 Minutes	*Receiving Personnel* Office of the College Secretary or Office of Graduate Program
3. Submit Program of Study for Approval / Disapproval of the Graduate Director/Department Chair/College Secretary	3.1. Receive properly accomplished Program of Study	None	10 Minutes	*Receiving Personnel* Graduate and Fellowships Office
	3.2. Evaluate and process application. (After the deadline for filing of application)	None	10 Days	*Receiving Personnel* Office of the College Secretary or Office of Graduate Program
4. Submit all original documents and receive College Admission Slip	4. Deliberate and select applicants.	None	11 Days	*Graduate and Fellowships Committee*
5. Secure Medical Certificate from the University Health Service and submit all original	5. OUR will Issue University Admission Slip. *Certain	None	10 Minutes	*Receiving Personnel* Office of the College Secretary or Office of Graduate Program

documents to the Office of the University Registrar (OUR) to receive University Admission Slip.	units require medical certificate before releasing of College Admission Slip			
6. Submit requirements to the Office of International Linkages Diliman (OILD) to receive Study Permit	6. Receive requirements and issue Study Permit	None	1 Hour (Paused-clock)	*Receiving Personnel* Office of International Linkages Diliman
7. Submit Study Permit and requirements to OUR	7. Receive requirements	None	1 Hour (Paused-clock)	*Receiving Personnel* Office of the University Registrar
8. Submit University Admission Slip from OUR	8. Receive University Admission Slip	None	5 Minutes	*Receiving Personnel* Office of the College Secretary or Office of Graduate Program
TOTAL:		**PHP 500.00**	**21 Days and 3 Hours**	

*TABLE OF FEES:

SERVICES	FEES TO BE PAID
Process Application for Admission of New Graduate Students	
Other Units and Colleges	PHP 500.00
College of Engineering Foreign Applicants Resident Foreign Applicants	US$ 20.00 PHP 200.00
College of Home Economics	US$ 25.00 converted to peso
School of Economics	US$ 40.00
School of Labor and Industrial Relations	PHP 600.00
Virata School of Business (College of Business Administration)	PHP. 150.00
UP Diliman Extension Program (Pampanga, Olongapo)	PHP 600.00

Type of Service: External

13. Process Application for Admission: Shifting and Transfer

Process Application for Admission: Shifting (S1- Changing Degree Programs from within the same College and S2- Changing Degree Programs from within different Colleges in UP Diliman) Transfer (T1-Transfer from other UP units and T2-Transfer from other universities)

Office or Division:	All Academic Clusters
Classification:	Highly Technical

Type of Transaction:	Government to Citizen
Who may avail:	Undergraduate Students of the All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For S1 (Undergraduate Students within the College); 1. Change of Program Form; Application Form (S1 from one Department to another) 2. Student Directory Form (2 copies) *(Request Forms are available on the unit/office official website.)*	Office of the College Secretary
3.True Copy of Grades (TCG) *Please refer to OUR process for acquiring (TCG)*	Office of the University Registrar
For S2 (Undergraduate Students within UP Diliman): 1. Application Form 2. Student Directory Form (2 copies) *(Request Forms are available on the unit/office official website.)*	Office of the College Secretary
3. Original and photocopy of Official Transcript of Records (OTR) / TCG (Grade of 2.5 within Diliman, depends on program applied for, Completed 30 units) *Please refer to OUR process for acquiring (TCG)*	Office of the University Registrar
4. 3 pcs of 2x2 pictures 5. Certificate of Non-Contract and Certificate of Good Moral Character or Certificate of No Pending Case 6. Certificate of Live Birth 7. Permit to Transfer	Requesting Party
For T1 (Undergraduate Students within UP Constituent Universities): 1. Application Form 2. Student Directory Form (2 copies) *(Request Forms are available on the unit/office official website.)*	Office of the College Secretary
3. Original and photocopy of OTR / TCG (Grade of 2.25 within Diliman, depends on program applied for, Completed 30 units) *Please refer to OUR process for acquiring (TCG)*	Office of the University Registrar

4. 3 pcs of 2x2 pictures 5. Certificate of Non-Contract and Certificate of Good Moral Character or Certificate of No Pending Case 6. Certificate of Live Birth 7. Permit to Transfer	Requesting Party
For T2 (Transfer from other universities) 1. Application Form 2. Student Directory Form (2 copies) *(Request Forms are available on the unit/office official website.)*	Office of the College Secretary
3. Original and photocopy of OTR / TCG (Grade of 2.00, depends on program applied for, Completed 33 units) *Please refer to OUR process for acquiring (TCG)*	Office of the University Registrar
4. 3 pcs of 2x2 pictures 5. Certificate of Honorable Dismissal and Certificate of No Pending Case 7. Certificate of Live Birth	Requesting Party
8. Medical Certificate (can be requested from other hospitals/clinics to be certified by UHS) *Please refer to the UHS process for medical document certification.*	University Health Service (UHS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly accomplished Application Form (For S1, S2, and T1), Official Receipt (OR), and other requirements (OTR, Student Directory, Certifications)	1.1. Receive Application Form with Official Receipt (OR) and other requirements	None	30 Minutes	*Receiving Personnel* Office of the College Secretary
	1.2. Evaluate and process application. 1.3 Selection Process	None	15 Days	
2. Receive College Admission Slip.	2. Issue College Admission Slip.	None	10 Minutes	*Receiving Personnel* Office of the College Secretary
3. Secure Medical Certificate from the University Health	3. OUR will Issue University	None	5 Minutes	*Receiving Personnel* Office of the College Secretary

Service and submit all original documents to the Office of the University Registrar (OUR) to receive the University Admission Slip.	Admission Slip. *Certain units require medical certificate before releasing of College Admission Slip*			
4. Submit University Admission Slip from OUR	4. Receive University Admission Slip	None	1 Day	*Receiving Personnel* Office of the College Secretary
	TOTAL:	**None**	**16 Days and 45 Minutes**	

Type of Service: External

14. Process Application for Leave of Absence (LOA)

Process Application for Leave of Absence (LOA)

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Updated profile and applied for LOA in the Computerized Registration System (CRS)	Computerized Registration System
2. Letter of consent from parents if minor	Requesting Party
3. Leave of Absence (LOA) Form *Request Forms are available on the unit/office official website.*	Office of the College Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Consent from Parent if Minor and if **given standing in the CRS**, present UP Student ID (or	1.1. Receive UP Student ID or student information	None	5 Minutes	*Receiving Personnel* Office of the College Secretary
	1.2. Process LOA Application	None	5 Minutes	

electronic copy for online request)				
2. Receive LOA Form and sign four (4) copies (for drop-off applications); if minor affix parent's signature For online applications, print and sign one (1) copy	2. Receive soft copy of LOA form through CRS	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
3. Confirm or verify approval from CRS	3.1. Process via CRS 3.2. Approve or disapprove in the CRS by the Department Chair and College Secretary 3.3. Dean approves or disapproves via CRS	None	2 Days	*Receiving Personnel* Office of the College Secretary *College Secretary* *Undergraduate Chairman* *Dean*
4. Receive payment process and instructions through CRS	4. Receive and process payment	PHP 125.00	5 Minutes	*Special Collecting Officer* UP Cashier's Office
	TOTAL:	**PHP 125.00**	**2 Days and 20 Minutes**	

Type of Service: External

15. Process Dropping or Change Matriculation

Process Dropping or Change Matriculation

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Updated profile and applied for dropping or change matriculation in the Computerized Registration System (CRS)	Computerized Registration System			
2. Dropping or Change of Matriculation Form *Request Forms are available on the unit/office official website.*	Office of the College Secretary			
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Apply through CRS	1. Process Dropping or Change Matriculation	None	10 Minutes	*Receiving Personnel* Office of the College Secretary
2. Receive Dropping Form or Change Matriculation Form via email	2. OCS will print Dropping Form or Change Matriculation Form for filing	None	15 Minutes	*Releasing Personnel* Office of the College Secretary
3. Receive payment process and instructions through CRS	3. Receive and process payment	Dropping – PHP 10.00/unit* Change Matriculation - None	5 Minutes	*Special Collecting Officer* UP Cashier's Office
	TOTAL:	**Dropping – PHP 10.00/unit* Change Matriculation - None**	**30 Minutes**	

Office of the University Registrar (OUR) base processes and references for Dropping:

https://our.upd.edu.ph/files/announce/newcom.pdf

https://our.upd.edu.ph/files/flowchart/newdropping.pdf

Type of Service: External

16. Process Permit to Transfer for Shifting Out

Request for Permit to Transfer for Shifting Out (Good Standing and Non-Major)

Office or Division:	All Academic Clusters			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Students of All Academic Clusters			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Acceptance Letter		College to be Transferred to		
2. College Clearance 3. True Copy of Grades (TCG)		Office of the College Secretary (OCS)		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copy of Acceptance Letter from Other Colleges / UP Unit, College Clearance and, TCG via drop-off or through designated office email	1.1. Receive copy of Acceptance Letter from Other Colleges/UP Unit, College Clearance and TCG 1.2. Evaluate and prepare 3 copies of Permit to Enroll Form 1.3. Sign and forward Permit to Enroll Form with attachments to the Undergraduate Chairman	None	20 Minutes	*Receiving Personnel* Office of the College Secretary *College Secretary*
	1.4. Sign and forward Permit to Enroll Form with attachments to the Dean	None	1 Day	*Undergraduate Chairman*
	1.5. Sign Permit to Enroll Form with attachments	None	1 Day	*Dean*

	and return to the OCS			
2. Claim Permit to Enroll Form with attachments	2. Release Permit to Enroll Form with attachments	None	10 Minutes	*Releasing Personnel* Office of the College Secretary
	TOTAL:	**None**	**2 Days and 30 Minutes**	

Type of Service: External

17. Request for Certifications / Documents

    a. Candidacy for Graduation
    b. Candidacy for Graduation with GWA/CWA
    c. Credited Subjects
    d. CWA - *may take 5-10 working days for non-graduating students*
    e. CWA with rank
    f. Eligible for Readmission
    g. Enrolled in Residency
    h. Enrollment
    i. Good Standing
    j. Graduate courses not credited for undergraduate
    k. GWA - *may take 5-10 working days for non-graduating students*
    l. GWA with Percentage - *may take 5-10 working days for non-graduating students*
    m. GWA with Rank
    n. No Pending Case / Good Moral Character - *(requires that clearance has already been processed at the Office of Student Ethics)*
    o. Non-Contract
    p. Remaining Units
    q. Scholastic Standing
    r. Units Earned

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Students
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Form 2. Payment Order Form *Request Forms are available on the unit/office official website.*	Office of the College Secretary (OCS)
3. Official Receipt (OR)	UP Cashier's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly accomplished Request Form via drop-off or through designated office email	1. Receive Request form and issue Payment Order Form	None	5 Minutes	*Receiving Personnel* Office of the College Secretary
2. Receive Payment Order Form then pay at the UP Cashier's Office	2. Accept payment and issue OR	PHP 20.00*	10 Minutes	*Special Collecting Officer* UP Cashier's Office
3. Submit OR to OCS	3.1. Receive OR 3.2. Evaluate status of student 3.3. Prepare certificate 3.4. Forward to the College Secretary for signature 3.5. Sign Certificate / Documents	None	2 Days	*Receiving Personnel* Office of the College Secretary College Secretary
4. Claim requested Certificate/ Documents via pick-up or email. *Shipping and courier options may be available for certain offices. Please consult with the Releasing Personnel.*	4. Release Certificate/ Documents	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
	TOTAL:	**PHP 20.00***	**2 Days and 20 Minutes**	

Type of Service: External

18. Request for Original Diploma

Request for original copy of Diploma

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Graduates

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Principal	
1. Request Form *Request Forms are available on the unit/office official website.*	Office of the College Secretary
2. Valid UP ID / Government issued Identification Card	Office of the University Registrar / BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
3. University Clearance	Office of the University Registrar
Representative	
1. Special Power of Attorney (SPA) 2. Photocopy of valid ID of the representative 3. Photocopy of graduate's valid ID	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly accomplished Request Form via drop-off or through designated office email	1. Check status of student in the Computerized Registration System (CRS)	None	15 Minutes	*Receiving Personnel* Office of the College Secretary
2. Receive diploma via pick-up. *Shipping and courier options may be available for certain offices. Please consult with the Releasing Personnel.*	2. Release diploma	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
	TOTAL:	**None**	**20 Minutes**	

Type of Service: External

19. Request for Permission to Cross-Register to Another UP Unit

Request for Permission to Cross-Register to Another UP Unit

Office or Division:	All Academic Clusters
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	Undergraduate Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Addressed to the College Secretary	Requesting Party
2. Request to Cross-Register Form 3. Adviser's certification re: remaining deficiencies (for graduating students only) 4. Certificate of Scholastic Standing	Office of the College Secretary
5. Medical Certificate	University Health Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly accomplished Request to Cross-Register Form *For online process, request forms are available in the unit's official website and email address*	1.1. Receive properly accomplished Request to Cross-Register Form and other required documents 1.2. Forward to the Office of the College Secretary and Office of the Dean for approval	None	1 Day	*Receiving Personnel* Office of the College Secretary
	1.3. Approve / Disapprove request Permission to Cross-Register to Another UP Unit	None	1 Day	*College Secretary* *Dean*
	1.4. Approve / Disapprove request Permission to Cross-Register to Another UP Unit	None	1 Day	*University Registrar Office of the University Registrar*
2. Claim request for Permission to Cross-Register to another	2. Release approved request for Permission to Cross-Register to	None	5 Minutes	*Releasing Personnel* Office of the College Secretary

UP unit via pick-up or through email.	Another UP Unit or send copy to client's UP Webmail account.			
	TOTAL:	**None**	**3 Days and 5 Minutes**	

Type of Service: External

20. Request for Permit to Overload / Underload

Request for Permit to Overload / Underload

Office or Division:	All Academic Clusters
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Undergraduate Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Permit to Overload / Underload Form. 2. Permit to Enroll	Office of the College Secretary
3. Letter addressed to the Dean requesting permission to overload/underload.	Requesting Party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly accomplished Permit to Overload / Underload Form *For online process, request forms are available on the unit's official website and via email*	1.1. Receive and evaluate Permit to Overload / Underload Form 1.2. Check scholastic standing through the CRS and forward to the College Secretary	None	10 Minutes	*Receiving Personnel* Office of the College Secretary
2. Consult with the Department Chair/	2. Receive and approve Permit to	None	1 Day	*College Secretary/ Undergraduate Committee Chair*

Undergrad Committee Chair	Overload / Underload Form			
3. Received signed copy of approval for overload/underload.	3. Final approval of the Office of the College Secretary	None	10 Minutes	*College Secretary*
	TOTAL:	**None**	**1 Day and 20 Minutes**	

Type of Service: External

21. Request for Return from Absence Without Leave (AWOL)

Request for Return from Absence without Leave (AWOL)

Office or Division:	All Academic Clusters
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	Undergraduate and Graduate Students of All Academic Clusters (Local and International)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter Addressed to the Program Director / Chairman 2. Letter Addressed to University Registrar 3. Two (2) pieces 2x2 picture 4. Affidavit of Non-enrollment (if AWOL for 2 or more semesters)	Requesting Party
5. Appeal for Readmission Form 6. Program of Study (for graduate students) 7. Student Directory (2 copies) 8. True Copy of Grades (TCG) 9. College Admission Slip	Office of the College Secretary
10. Medical Certificate (for 1 year and above from AWOL)	University Health Service
11. For international students, Study Permit	Office of the International Linkages Diliman (OILD)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Program of Study Form, Appeal for Readmission Form, and Student Directory Form *For online process, request forms are available on the unit's official website and via email*	1. Issue Program of Study Form, Appeal for readmission Form and Student Directory Form	None	15 Minutes	*Receiving Personnel* Office of the College Secretary
2. Submit letter addressed to the Graduate Director / Undergraduate Committee Chairman via drop-off or through designated office email	2. Receive Letter for approval / disapproval of the Program Director / Chairman	None	1 Day	*Receiving Personnel* Graduate and Fellowships Office or *Undergraduate Committee Chairman*
3. Submit Letter addressed to the University Registrar via drop-off or through designated office email	3.1. Receive Letter addressed to the University Registrar	None	1 Day	*Receiving Personnel* Office of the College Secretary
	3.2. Endorse letter to OUR	None	1 Day	*Dean*
4. Receive endorsement letter from the Office of the College Secretary via pick-up or through email.	4. Release endorsement letter	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
5. Submit properly accomplished Program of Study, Appeal for Readmission Form, for approval / disapproval of Graduate Director / Undergraduate Committee Chairman and Student Directory Form via drop-off	5. Receive properly accomplished Program of Study, Appeal for Readmission Form, and Student Directory Form	None	1 Day	*Receiving Personnel* Graduate and Fellowships Office or *Undergraduate Committee Chairman*

or through designated office email				
6. Pay AWOL fee at the Cashier's Office through their designated payment portals	6. Receive payment	PHP 225.00*	1 Day	*Special Collecting Officer* UP Cashier's Office
7. Present Official Receipt to receive College Admission Slip or send scanned copy via email	7. Issue College Admission Slip	None	10 Minutes	*Releasing Personnel* Office of the College Secretary
8. Secure Medical Certificate from the University Health Service (for 1 year and above AWOL)	8. Release Medical Certificate	None	1 Day	*Releasing Personnel* University Health Service
9. Secure Study Permit from OILD (for international students)	9. Issue Study Permit	None	30 Minutes	*Releasing Personnel* Office of the International Linkages Diliman
10. Submit photocopy of all documents to the Office of the College Secretary via drop-off or through designated office email	10. Receive photocopy of all documents	None	5 Minutes	*Receiving Personnel* Office of the College Secretary
11. Submit all original documents to the Office of the University Registrar to receive the University Admission Slip via drop-off	11. Receive original documents and issue University Admission Slip	None	5 Minutes	*Receiving Personnel* Office of the University Registrar
12. Submit University Admission Slip to the Office of the College Secretary	12. Receive University Admission Slip	None	5 Minutes	*Receiving Personnel* Office of the College Secretary
	TOTAL:	**PHP 225.00**	**6 Days, 1 Hour and 15 Minutes**	

Type of Service: External

22. Return from Leave of Absence (LOA)

Request for Return from Leave of Absence (LOA)

Office or Division:	All Academic Clusters
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	Undergraduate and Graduate Students of All Academic Clusters (Local and International)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Addressed to the Program Director/Chairman 2. Two (2) pieces of 2x2 picture	Requesting Party
3. Return from Leave of Absence (LOA) Form 4. Program of Study (for graduate students) 5. Student Directory Form (2 copies) 6. True Copy of Grades	Office of the College Secretary
7. Medical Certificate (1 year and above)	University Health Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Program of Study Form (graduate students only), Return from LOA Form, and Student Directory Form *For online process, request forms are available on the unit's official website and via email*	1. Issue Program of Study Form, Return from LOA Form, and Student Directory Form	None	15 Minutes	*Receiving Personnel* Office of the College Secretary
2. Submit Letter addressed to the Graduate Director / Undergraduate Committee Chairman via drop-off or through designated office email	2. Receive Letter for approval / disapproval of the Graduate Director / Undergraduate Committee Chairman	None	1 Day	*Receiving Personnel* Graduate and Fellowships Office or *Undergraduate Committee Chairman*

3. Submit properly accomplished Program of Study Form (graduate students only), Return from LOA Form, and other requirements via drop-off or through designated office email	3.1. Receive properly accomplished Program of Study Form, Return from LOA Form, and other requirements	None	10 Minutes	*Receiving Personnel* Office of the College Secretary
	3.2. Sign and forward to the Graduate Director the Program of Study, properly accomplished Return from LOA Form for approval / disapproval	None	2 Days	*Graduate Director / Undergraduate Committee Chairman or College Secretary*
4. Receive signed Program of Study, properly accomplished Return from LOA Form via pick-up or email.	4. Release Receive signed Program of Study and Return from LOA Form	None	15 Minutes	*Releasing Personnel* Office of the College Secretary
5. Present Official Receipt (OR) of LOA fee (or scanned copy) to receive College Admission Slip	5. Issue College Admission Slip	None	1 Day	*Releasing Personnel* Office of the College Secretary
6. Secure Medical Certificate from the University Health Service (for 1 year and above from LOA)	6. Release Medical Certificate	None	1 Day	*Releasing Personnel* University Health Service
7. Submit all original documents to the Office of the University Registrar (OUR) to receive University Admission Slip	7. Issue University Admission Slip	None	1 Day	*Receiving Personnel* Office of the University Registrar
8. Submit University Admission Slip to	8. Receive University Admission Slip	None	5 Minutes	*Receiving Personnel* Office of the College Secretary

the Office of the College Secretary				
	TOTAL:	**None**	**6 Days and 45 Minutes**	

Type of Service: External

23. Request for Substitution of Courses

Request for Substitution of Courses for Undergraduate and Graduate Students (Subject/s within the College, other College, other UP Unit or other University)

Office or Division:	All Academic Clusters
Classification:	Complex
Type of Transaction:	Government to Citizen
Who may avail:	Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Substitution Form (3 copies) 2. Photocopy of Course Syllabus 3. True Copy of Grades (TCG) / Printed Grades from CRS	Office of the College Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly accomplished Substitution Form, Photocopy of Course Syllabus and TCG / Printed grades from CRS *For online process, request forms are available on the unit's official website and via email*	1.1. Receive properly accomplished Substitution Form and other requirements. 1.2. Forward to the Graduate Director or Undergraduate Committee Chairman 1.3. If approved, forward to the Office of the Department Chairman for action	None	1 Hour	*Receiving Personnel* Office of the College Secretary *Receiving Personnel* Office of the Department Chairman
	1.4. Approve request for substitution	None	3 Days	*Department Chairman* *Receiving Personnel* Office of the Dean

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5. Forward to the Office of the Dean for approval			*Dean*
	1.6. Approve / Disapprove request for substitution form			
2. Claim request for substitution form via pick-up or email.	2. Release approved request for substitution form	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
TOTAL:		**None**	**3 Days, 1 Hour and 5 Minutes**	

Type of Service: External

24. Request for Validation of Courses

Request for Validation of Courses

Office or Division:	All Academic Clusters
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Students of All Academic Clusters

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Advance Credit Without Validation Form (AACW Form) 2. Photocopy of Course Syllabus 3. Official Transcript of Records (OTR) / True Copy of Grades (TCG)	Office of the College Secretary
4. Computerized Registration System (CRS) Printed Grades	Computerized Registration System (CRS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly accomplished Advance Credit Without Validation Form, Photocopy of course syllabus, Photocopy of Official Transcript of Record	1.1. Receive properly accomplished AACW Form for Program Adviser or College Secretary's signature and other requirements	None	1 Day	*Receiving Personnel* Office of the College Secretary

or TCG or Printed grades from CRS *For online process, request forms are available on the unit's official website and via email*	1.2. Forward properly accomplished AACW Form for Graduate Director or Undergraduate Chairman's signature	None	1 Day	*Receiving Personnel* Graduate and Fellowships Office *Undergraduate Chairman*
2. Go to home College / Institute / Department of requested course for validation	2.1. Receive and evaluate documents for validation 2.2. Action of the Department / College offering the course 2.3. Prepare Certification for the subject being credited 2.4. Forward to the Office of the Department Chairman for action	None	4 Days	*Receiving Personnel* College / Institute / Department
	2.5. Forward to the Office of the College Secretary or Dean's Office for approval / disapproval	None	2 Days	*Receiving Personnel* Office of the Dean
3. Claim request for Validation of Courses via pick-up or email.	3. Release request for Validation of Courses	None	5 Minutes	*Releasing Personnel* Office of the College Secretary
TOTAL:		**None**	**8 Days and 5 Minutes**	