

## APPLICATION FOR TRANSFER TO THE COLLEGE

- STEP 1. Secure the Application form from the Administrative Services counter. <sup>a</sup>
- STEP 2. Submit the accomplished Application form with the other required documents (TCG and Letter of Intention to Shift and other requirements) to the Administrative Services counter for checking, and for the issuance of Payment Slip. <sup>b</sup>
- STEP 3. Bring the Payment Slip to the UP Cash Office and pay the corresponding fee/s (PHP30.00/per application).
- STEP 4. Submit the official receipt of payment to the Administrative counter to continue the processing of the application for transfer. <sup>c</sup>
- STEP 5. Follow up the result of the application by calling the College of Engineering hotline (632) 920-8860 or UP Trunkline (632)981-8500 local 3104 beginning the 2<sup>nd</sup> up to the 4<sup>th</sup> week of the month prior to the start of the intended semester of entry. <sup>d</sup>
- STEP 6. After acceptance to the program has been confirmed, report to the Administrative Services counter to claim the acceptance letter.
- STEP 7. Submit the following documents to the Administrative Services counter: <sup>e</sup>
- For shiftees from other colleges within Diliman (S2):** submit two (2) copies of Permit to Transfer, a college-issued clearance, a certificate of not being under contract, and a Certificate of Good Moral Character.
  - For transferees from other UP constituent units (T1):** submit two (2) copies of Permit to Transfer, a college-issued clearance, a certificate of not being under contract, a Certificate of Good Moral Character, a copy of the Official Transcript of Records, and the results of the Medical & Physical Examination from the University Health Service (UHS).
- STEP 8. Submit the College Readmission Slip, Permit to Transfer, TCG and medical result to the Office of the University Registrar to claim the University Admission Slip with Student Directory attached.
- STEP 9. Bring the Admission Slip with directory to the Administrative Staff Office.
- STEP 10. Wait for the schedule of enrollment as indicated in the UP Academic Calendar.

<sup>a</sup> Those who are filing for a request on behalf of a student must bring a duly signed letter of authorization and the official ID of the student.

<sup>b</sup> Maximum of two (2) courses are allowed for application to transfer.

<sup>c</sup> Applicants with incomplete requirements will not be processed.

<sup>d</sup> The processing time may vary depending on the program committee that will evaluate the applicant/s.

<sup>e</sup> For transferees from other universities (T2), please contact the Office of the University Registrar (OUR) for more details regarding the application process.

**REQUIREMENTS FOR TRANSFER OR SHIFTING TO UPD BS CHE PROGRAM:**

	<b>Shiftees from within COE</b>	<b>Shiftees from other UPD units</b>	<b>Transferees from other UP System units</b>	<b>Transferees from other Colleges and Universities</b>
<b>General Weighted Average</b>	2.25 or better	2 or better	2 or better	1.75 or better
<b>Math&amp;Science Weighted Average</b>	1.75 or better	1.75 or better	1.75 or better	1.50 or better
<b>Must have passed Math 53 or equivalent</b>	required	required	required	required
<b>Must have passed Chem 16 or equivalent</b>	required	required	required	required
<b>No grade of "5", no unrecovered "4" or "INC"</b>	required	required	required	required
<b>Minimum No. of academic units completed</b>		30	30	33
<b>Must not have been in residence for more than 3 years</b>	required	required	required	
<b>Must be able to complete course within the prescribed limit (no MRR or Maximum Residence Rule extension)</b>	required	required	required	required
<b>Must submit letter to Department stating reason for transferring/shifting</b>	required	required	required	required
<b>Interview</b>	required	required	required	required

Notes:

COE = College of Engineering

UPD = University of the Philippines, Diliman

Math 53. Elementary Analysis 1. Functions & their graphs; concepts of limit & continuity; theory of differentiation; derivatives of algebraic & trigonometric functions; theory of integrals; applications of the definite integral. 5 units

Chem 16. General Chemistry 1. Fundamentals of chemistry. ( 3 hours lecture class, 6 hours laboratory) 5 units.

Grading System:

1.00 = Excellent	1.50 = Very Good	2.00 = Good	2.50 = Satisfactory	3.00 = Pass	5.0 = Fail
1.25	1.75	2.25	2.75	4.00 = Conditional	INC = Incomplete