

University of the Philippines, Diliman

PERMIT TO TRANSFER

The College Secretary / Graduate Coordinator/
Associate Dean for Academic Affairs
College of _____

This is to inform you that our college / unit has no objection to the transfer of the student named below effective first / second semester _____.

Name _____
LAST FIRST
MIDDLE

Student No. _____ College _____ Current Course _____

Applying for transfer to :

_____ College Department Program

Original Admission (Sem / Year) _____ Last Enrollment (Sem / Year) _____

regular

No. of Academic units passed as of last enrollment _____

with contract; special conditions

Scholastic standing as of last enrollment

- Good Standing
- Warning
- Probation
- Dismissed
- Others

other remarks

Signature over Printed Name of
Institute Director/ Program Coordinator

Signature over Printed Name of
Associate Dean for Academic Affairs

Documents submitted :

College Clearance

True Copy of Grades (TCG)



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@upd.edu.ph

17 February 2015

MEMORANDUM ECA NO. 15-06

TO: The College Secretaries

FROM: EVANGELINE C. AMOR, Ph.D
University Registrar

SUBJECT: Issuance of Permit to Transfer for Graduate Students

To avoid multiple enrolment in different colleges, graduate students who are transferring to another college should seek Permit to Transfer from previous program. Colleges can use the Permit to Transfer Form used for undergraduate students.

For implementation effective First Semester AY 2015-2016.

For your compliance please.