

Guidelines for Transfer from Other Universities and Colleges

Students with previous college work from another University who want to transfer to the University of the Philippines (UP) must satisfy all admission requirements of the accepting unit/college. Applicants for transfer shall be considered for admission to the University only during the first semester of each academic year.

In general, a transfer applicant may be evaluated for admission provided that:

- (1) he/she presents grades for all collegiate academic subjects taken outside UP for evaluation;
- (2) he/she shall have completed, outside the University, at least 33 academic units equivalent to UP courses and must have a general weighted average of at least 2.0 or better for all the collegiate academic units taken outside of UP;
- (3) he/she satisfies other admission requirements of the admitting college/unit prescribed for each degree program such as interview, talent test, or written or oral examination;
- (4) he/she falls within the quota of the program at the time of application. Applicants shall be ranked according to the criteria set by the admitting program and the cut-off shall be determined by the college/unit based on their quota; and
- (5) he/she will have to complete in the University not less than 50% of the units required in the program which should include **ALL** upper division courses.

To graduate with honors, he/she will have to complete 75% of the required number of units and must be in residence for 2 years.

Note: Transfer applicants from other schools should not enroll during the Summer/Midyear Term.

REQUIREMENTS TO BE SUBMITTED

Every new transfer applicant should submit the following at least one month prior to registration:

- 1) Accomplished application form (UP Form 3.1A) for transfer students, with one 2" x 2" photograph attached;
- 2) Transcript of Records or a certified true copy of grades (TCG) from each college attended for evaluation, regardless of his/her intentions to validate his advance credits (class cards are not accepted). The TCG should be signed by the Registrar or his/her authorized representative.
Do not apply for an honorable dismissal unless you have been accepted into the program.
- 3) A non-refundable application fee of PHP 100 (for Filipino citizens), PHP 250 (for resident foreign applicants), US\$ 20 (for non-resident foreign applicants) to be paid at the UP Cebu Cash Office, or by sending International Money Order payable to the *University of the Philippines Cebu*;
- 4) Submit the above documents to the Office of the University Registrar (OUR) for evaluation.

RESULT OF APPLICATION

The results of the initial evaluation done by the OUR will be available after three working days from filing. Applicants who satisfy the minimum requirements will still be referred to the respective colleges for interview and approval.

Submission of Entrance Credentials

- 1) Student Directory Form;
- 2) Official Transcript of Records;
- 3) Honorable Dismissal or Certificate of Transfer Credentials;
- 4) Original copy of NSO issued Birth Certificate;
- 5) Medical Certificate from the UP Cebu Health Services Unit;
- 6) Letter of Good Moral Character;
- 7) Talent Test result (only for applicants to the Fine Arts program);
- 8) Program Checklist, 2 copies, duly signed by the Program Adviser;
- 9) Duly accomplished validation or substitution forms with complete signatures of all concerned.
- 10) *(for foreign students only)* Valid passport with visa, original and photocopy;
- 11) *(for foreign students only)* Alien Certificate of Registration (ACR) for 9(f), 9(g), and 47(a)(2) visa holders;
- 12) *(for foreign students only)* Special Study Permit from the Bureau of Immigration.

If credentials submitted are confirmed to be spurious, admission will be revoked.

CONFORME:

This is to certify that I have read and understood and will abide by the Guidelines for Transfer Students from Other Universities and Colleges to the University of the Philippines Cebu.

Signature over Printed Name of Student

Date

Validation for Advanced Credits

Advanced credits for courses taken outside the University may be granted upon passing the prescribed validation examination.

Admitted undergraduate transfer students must validate all the courses they are offering for advanced credits at the rate of at least 18 units a semester from the date of their admission. Their admission will be on a probationary basis until all subjects taken outside UP which are required for their program have been validated or repeated, in accordance with the rule on validation of courses. Students will not be allowed to enroll in a subject, the prerequisites of which, taken elsewhere, have not been validated, or repeated, as the case may be.

Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation, provided they have a general weighted average of 2.0 or better. Before a student is allowed to major in any discipline, however, the major discipline may prescribe additional courses of up to 18 units of general education courses and/or preparatory courses for the major.