



**COLLEGE
OF
ENGINEERING**
University of the Philippines

Melchor Hall, U.P. Campus, Diliman, Quezon City, Philippines 1101



920-8860; 981-8500 loc. 3104/3120

APPLICATION FOR SHIFTING/TRANSFER
For students coming from other colleges within Diliman and from other U.P. units
_____ Semester, SY 20____-20____

I wish to apply to (BS) – _____

Name: (Last Name/Given Name/Middle Name) _____

Student Number:	Present Address:
Present Campus:	Permanent Address:
Present College:	Contact Number(s):
Present Course:	Email Address:

Attach/Staple
2x2 picture
(w/ complete name at the back)
NO SCANNED PICTURE

I declare that the above information given is correct & verifiable.

Signature: _____ Date: _____

P30/Application Fee OR No./Date: _____

ACTION OF THE COLLEGE

() Qualified for: () BS ChE () BS CE () BS CS () BS EE () BS ECE () BS CoE () BS GE () BS IE () BS ME
() BS MetE () BS MatE () BS EM

Effective: () 1st Semester, 20____-20____ () 2nd Semester, 20____-20____

Remarks: _____

() Refused/Denied

Reason(s): _____

Department Chair/Director

DR. JHOANNA RHODETTE I. PEDRASA
College Secretary

PROGRAM REQUIREMENTS FOR SHIFTEES FROM OTHER COLLEGES WITHIN DILIMAN and TRANSFEREES FROM UP UNITS OUTSIDE DILIMAN

Degree/Program	Shiftees from other colleges within Diliman	Transferees from UP units outside Diliman
BS ChE Chemical Engineering	<ul style="list-style-type: none"> ● General Weighted Average (GWA) = 2.0 or better ● Math & Science Weighted Average (MSWA) = 1.75 or better ● Must have passed Math 53 or equivalent ● Must have passed Chem 16 or equivalent ● No grade of 5.0; no unremoved 4.0 or INC. ● Must have completed at least 30 academic units ● Must not have been in residence for more than 3 years ● Must be able to complete course within prescribed limit (No MRR) ● True Copy of Grades (TCG) ● Must submit letter to the department stating the reason for shifting/transferring and all the contact details. ● Must be available for Interview w/in the application perio if necessary <p>Chair – Dr. Terence P. Tumolva Department of Chemical Engineering</p>	<ul style="list-style-type: none"> ● General Weighted Average (GWA) = 2.0 or better ● Math & Science Weighted Average (MSWA) = 1.75 or better ● Must have passed Math 53 or equivalent ● Must have passed Chem 16 or equivalent ● No grade of 5.0; no unremoved 4.0 or INC. ● Must have completed at least 30 academic units ● Must not have been in residence for more than 3 years ● Must be able to complete course within prescribed limit (No MRR) ● True Copy of Grades (TCG) ● Must submit letter to the department stating the reason for shifting/transferring and all the contact details. ● Must be available for Interview w/in the application perio if Necessary <p>Chair – Dr. Terence P. Tumolva Department of Chemical Engineering</p>
Accepting period	1 st Semester, 2017-2018	1 st Semester, 2017-2018
Deadline of Application	June 15, 2017	June 15, 2017

BS CE Civil Engineering	<ul style="list-style-type: none"> ● General Weighted Average (GWA) = 1.75 or better ● Math & Science Weighted Average (MSWA) = 1.75 or better ● Must have passed Math 17 or equivalent ● No grade of 5.0; no unremoved 4.0 or INC. ● Must have completed at least 30 academic units ● Must not have been in residence for more than 1 year ● True Copy of Grades (TCG) ● Must submit letter to the Institute Director stating the reason for shifting/transferring and all the contact details. <p>Director - Dr. Ricardo G. Sigua Institute of Civil Engineering</p>	<ul style="list-style-type: none"> ● General Weighted Average (GWA) = 1.75 or better ● Math & Science Weighted Average (MSWA) = 1.75 or better ● Must have passed Math 17 or equivalent ● No grade of 5.0; no unremoved 4.0 or INC. ● Must have completed at least 30 academic units ● Must not have been in residence for more than 1 year ● True Copy of Grades (TCG) ● Must submit letter to the Institute Director stating the reason for shifting/transferring and all the contact details. <p>Director - Dr. Ricardo G. Sigua Institute of Civil Engineering</p>
	<p>Applicants coming from BS Engineering and Science Programs should have at least 12 units of Math & Science subjects Applicants from other BS Programs should have at least 9 units of Math and Science subjects Applicants from BA or AB programs should have at least 6 units of Math and Science subjects(Math and Science subjects referred to here are not general education subjects)</p>	
Accepting period	1 st Semester, 2017-2018	1 st Semester, 2017-2018
Deadline of Application	June 15, 2017	June 15, 2017

Degree/Program	Shiftees from other colleges within Diliman	Transferees from UP units outside Diliman
BS CS Computer Science	<ul style="list-style-type: none"> • Math Weighted Average (Math 17 and higher or equivalents) = 2.25 or better • No grade of 5.0; no unremoved 4.0 or INC. • Must have completed at least 30 academic units • True Copy of Grades (TCG) • Must submit letter to the department stating the reason for shifting/transferring and all the contact details. • Interview/Exam depends upon the grades of students wait for the department notification <p>Chair – Dr. Jan Michael C. Yap Department of Computer Science</p>	<ul style="list-style-type: none"> • Math Weighted Average (Math 17 and higher or equivalents) = 2.25 or better • No grade of 5.0; no unremoved 4.0 or INC. • Must have completed at least 30 academic units • True Copy of Grades (TCG) • Must submit letter to the department stating the reason for shifting/transferring and all the contact details. • Interview/Exam depends upon the grades of students wait for the department notification <p>Chair – Dr. Jan Michael C. Yap Department of Computer Science</p>
Accepting period	1 st & 2 nd Semester, 2017-2018	1 st & 2 nd Semester, 2017-2018
Deadline of Application	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018

BS EE Electrical Engineering BS CoE Computer Engineering BS ECE Electronics & Communications Engineering	<ul style="list-style-type: none"> • Must have passed Math 17 or equivalent • No grade of 5.0; no unremoved 4.0 or INC. including PE & CWTS/NSTP • Must have completed at least 30 academic units • True Copy of Grades (TCG) • Must submit letter to Institute Director stating the reason for shifting/transferring and all the contact details. <p>Director – Dr. John Richard E. Hizon Electrical & Electronics Engineering Institute</p>	<ul style="list-style-type: none"> • Math & Science Weighted Average (MSWA) = 1.75 or better • Must have passed Math 17 or equivalent • No grade of 5.0; no unremoved 4.0 or INC. including PE & CWTS/NSTP • Must have completed at least 30 academic units • True Copy of Grades (TCG) • Must submit letter to Institute Director stating the reason for shifting/transferring and all the contact details. <p>Director – Dr. John Richard E. Hizon Electrical & Electronics Engineering Institute</p>
Accepting period	1 st & 2 nd Semester, 2017-2018	1 st & 2 nd Semester, 2017-2018
Deadline of Application	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018

BS GE Geodetic Engineering	<ul style="list-style-type: none"> • Math & Science Weighted Average (MSWA) = 2.50 or better • Must have passed Math 53 or equivalent • No grade of 5.0; no unremoved 4.0 or INC. • Must not have been in residence for more than 3 years • Must have completed at least 30 academic units • True Copy of Grades (TCG) • Must submit letter to the Department stating the reason for shifting/transferring and all the contact details. • Interview with Admission Committee • Must pass stereovision and color vision test <p>Chair – Dr. Ariel C. Blanco Department of Geodetic Engineering</p>	<ul style="list-style-type: none"> • Math & Science Weighted Average (MSWA)= 2.00 or better • Must have passed Math 53 or equivalent • No grade of 5.0; no unremoved 4.0 or INC. • Must not have been in residence for more than 3 years • Must have completed at least 30 academic units • True Copy of Grades (TCG) • Must submit letter to the Department stating the reason for shifting/transferring and all the contact details. • Interview with Admission Committee • Must pass stereovision and color vision test <p>Chair – Dr. Ariel C. Blanco Department of Geodetic Engineering</p>
Accepting period	1 st & 2 nd Semester, 2017-2018	1 st & 2 nd Semester, 2017-2018
Deadline of Application	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018

Degree/Program	Shiftees from other colleges within Diliman	Transferees from UP units outside Diliman
BS IE Industrial Engineering	<ul style="list-style-type: none"> GWA = 2.0 or better and MSWA = 2.25 or better Must have passed Math 53 or equivalent No grade of 5.0; no unremoved 4.0 or INC. Must not have been in residence for more than 3 years Must have completed at least 30 academic units True Copy of Grades (TCG) Must submit letter to the Department stating the reason for shifting/transferring with contact details <p>Chair – Prof. Lowell L. Lorenzo Department of Industrial Engineering and OR</p>	<ul style="list-style-type: none"> GWA = 2.0 or better and MSWA = 2.25 or better Must have passed Math 53 or equivalent No grade of 5.0; no unremoved 4.0 or INC. Must not have been in residence for more than 3 years Must have completed at least 30 academic units True Copy of Grades (TCG) Must submit letter to the Department stating the reason for shifting/transferring with contact details <p>Chair – Prof. Lowell L. Lorenzo Department of Industrial Engineering and OR</p>
Accepting period	1 st & 2 nd Semester, 2017-2018	1 st & 2 nd Semester, 2017-2018
Deadline of Application	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018

BS ME Mechanical Engineering	<ul style="list-style-type: none"> Curriculum Weighted Average (CWA) = 2.0 or better Math & Science Weighted (MSWA) = 1.75 or better Must have passed Math 53 or equivalent Must have passed Physics 71 or equivalent Must have completed at least 30 academic units Must be able to complete course within prescribed limit (No MRR extension) Must submit certified True Copy of Grades (TCG) or (TCG) or certified CRS printout of grades Must submit letter to the department stating the reason for shifting/transferring with contact details. Must submit a letter of consent from parent or guardian Must submit Career Assessment Report from Office of Counseling and Guidance Must pass interview if required by the admission Committee <p>Chair – Prof. Ralph S. Jose Department of Mechanical Engineering</p>	<ul style="list-style-type: none"> Curriculum Weighted Average (CWA) = 2.0 or better Math & Science Weighted (MSWA) = 1.75 or better Must have passed Math 53 or equivalent Must have passed Physics 71 or equivalent Must have completed at least 30 academic units Must be able to complete course within prescribed limit (No MRR extension) Must submit certified True Copy of Grades (TCG) or (TCG) or certified CRS printout of grades Must submit letter to the department stating the reason for shifting/transferring with contact details. Must submit a letter of consent from parent or guardian Must submit Career Assessment Report from Office of Counseling and Guidance Must pass interview if required by the admission Committee <p>Chair – Prof. Ralph S. Jose Department of Mechanical Engineering</p>
Accepting period	1 st & 2 nd Semester, 2017-2018	1 st & 2 nd Semester, 2017-2018
Deadline of Application	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018	1 st Semester-June 15, 2017; 2 nd Semester-January 8, 2018

Degree/Program	Shiftees from other colleges within Diliman	Transferees from UP units outside Diliman
BS EM Mining Engineering BS MetE Metallurgical Engineering BS MatE Materials Engineering	<ul style="list-style-type: none"> • General Weighted Average (GWA) =2.00 or better • Math & Science Weighted Average (MSWA) =2.00 or better • Must have passed Math 17, Math 53, Chem 16 or equivalent • No grade of 5.0 in Math & Science • Must have completed at least 30 academic units • Must be able to complete course within prescribed limit (no MRR extension) • True Copy of Grades (TCG) • Must submit letter to the Department stating the reason for shifting/transferring & all the contact details. • Must submit a letter of consent from parent or guardian • Career Assessment Report from Office of Counseling and Guidance • Interview depends upon the grades of students wait for the department notification <p>Chair – Dr. Magdaleno R. Vasquez, Jr. Department of Mining, Metallurgical and Materials Eng'g</p>	<ul style="list-style-type: none"> • General Weighted Average (GWA) =2.00 or better • Math & Science Weighted Average (MSWA) =2.00 or better • Must have passed Math 17, Math 53, Chem 16 or equivalent • No grade of 5.0 in Math & Science • Must have completed at least 30 academic units • Must be able to complete course within prescribed limit (no MRR extension) • True Copy of Grades (TCG) • Must submit letter to the Department stating the reason the for shifting/transferring & all the contact details. • Must submit a letter of consent from parent or guardian • Career Assessment Report from Office of Counseling and Guidance • Interview depends upon the grades of students wait for the department notification <p>Chair – Dr. Magdaleno R. Vasquez, Jr. Department of Mining, Metallurgical and Materials Eng'g</p>
Accepting period	1 st Semester, 2017-2018	1 st Semester, 2017-2018
Deadline of Application	June 15, 2017	June 15, 2017

INSTRUCTIONS:

- Download the application form with the list of requirements here and pay the application fee of P30.00 at UP Cashier's Office back of PNB building or you may secure the application form at Room 204 Admin Office, College of Engineering.
- Fill-up the form and attach the following requirements:

- True copy of grades (TCG)/Official Transcript of Records (OTR)
- Certified photocopy of Form 5 for semester of last enrollment
- Certified photocopy of class cards for semester of last enrollment (if not yet reflected in TCG)- for other UP units only
- Letter of Intention to shift (reason for shifting addressed to the department head)

Additional Requirements for BSEM/BSMetE/BSMatE ONLY:

- Letter of Consent from Parent or Guardian
 - Career Assessment Report from Office of Counseling and Guidance, Vinzons Hall
- Follow up the results by calling our numbers – COE Direct line 920-8860 or UP Trunk line 981-8500 local 3104 three (3) weeks after the last day of submission.

DATES TO REMEMBER:

May 15 – June 15, 2017

for 1st Semester, 2017-2018 - Releasing and submission of application form for transfer/shifting to eng'g with requirements

June 15, 2017

for 1st Semester, 2017-2018 - Last day of submission of application form for transfer/shifting to eng'g with complete requirements including 2nd Semester, 2016-2017 grades.

April 1 – 20, 2017

1st Batch – Filing of application form for transfer from other school and 2nd Degree students to Office of the University Registrar (OUR).

June 1 – 20, 2017

2nd Batch – Filing of application form for transfer from other school and 2nd Degree students to Office of the University Registrar (OUR).

January 8, 2018

for 2nd Semester, 2017-2018 - Last day of submission of application form for transfer/shifting to eng'g with complete requirements including 1st Semester, 2017-2018 grades.

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