INSTRUCTIONS

APPLICATION FOR TRANSFER TO THE COLLEGE

STEP 1. Secure the Application form from the Administrative Services Counter, Rm. 204, College of Eng’g or at the COE website: www.coe.upd.edu.ph then fill out the form. a

STEP 2. Submit the accomplished Application form with the other required documents (TCG & Letter Intention to Shift & other requirements) to Administrative Services counter for checking and issuance of Payment Slip. b

STEP 3. Bring the Payment Slip at the UP Cash Office beside PNB Bldg and pay the corresponding fee (P30.00/per application).

STEP 4. Submit the official receipt of payment to the Administrative counter to continue the processing of the application for transfer. c

STEP 5. Follow up the result of the application by calling our hotline 920-8860 or UP Trunkline 981-8500 local 3104 beginning 2nd to 4th week of May. d

STEP 6. Once accepted, report to Admin Office to claim the acceptance letter.

STEP 7. Submit the ff. documents to the Admin Office.

- Shiftees within Diliman - 2 copies of permit to transfer; college clearance; certificate of not under contract & good moral character.
- Transferees from other UP units - 2 copies of permit to transfer; college clearance; certificate of not under contract & good moral character; Transcript of Records and result of Medical & Physical Examination from UP Health Service.

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 Admin Office of Eng’g.

STEP 10. Wait for the schedule of enrollment as indicated in the UP Academic Calendar.

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

b Maximum of 2 courses are allowed for application to transfer.

c Applicants with incomplete requirements will not be processed.

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

SHIFTING/TRANSFER FROM OTHER COLLEGES/UP UNITS ▶ April 14 - 25, 2014

SHIFTING FROM ENG’G. TO ENG’G. ▶ Apply during enrollment period

TRANSFER FROM OTHER SCHOOL Including 2nd Degree students ▶ Apply at the University Registrar’s Office (April 1 – 30, 2014)
APPLICATION FOR SHIFTING/TRANSFER
For students coming from other colleges within Diliman and from other U.P. units
________ Semester, SY 20____-20____

<table>
<thead>
<tr>
<th>I wish to apply to (BS) –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: (Last Name/Given Name/Middle Name)</td>
</tr>
<tr>
<td>Student Number:</td>
</tr>
<tr>
<td>Present Campus:</td>
</tr>
<tr>
<td>Present College:</td>
</tr>
<tr>
<td>Present Course:</td>
</tr>
<tr>
<td>Year Level:</td>
</tr>
<tr>
<td>Present Address:</td>
</tr>
<tr>
<td>Permanent Address:</td>
</tr>
<tr>
<td>Contact Numbers:</td>
</tr>
</tbody>
</table>

2x2 picture

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

Signature: __________________________ Date: ________________

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ACTION OF THE COLLEGE

( ) Qualified for __________________________ effective: __________________________
   (Degree/Program) __________________________________________________________
   (semester/Year)

Remarks: ___________________________________________________________________

( ) Refused/Denied

Reason(s): __________________________________________________________________

__________________________________________
Department Chair/Director

__________________________________________
DR. TERENCE P. TUMOLVA
College Secretary
<table>
<thead>
<tr>
<th>Course</th>
<th>Shiftees from other units in UP Diliman</th>
<th>Transferees from other UP System units</th>
<th>Transferees from other School</th>
</tr>
</thead>
</table>
| ChE (Chemical Eng') | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- MSWA = 2.25 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 extension beyond maximum allowable residence)  
- Interview with the Admission Committee  
  - True Copy of Grades (TCG)  
  - Must submit letter to dept. stating reason for shifting/transferring | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- 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 extension beyond maximum allowable residence)  
- Interview with the Admission Committee  
  - True Copy of Grades (TCG)/Transcript of Records  
  - Must submit letter to dept. stating reason for shifting/transferring | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- 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 extension beyond maximum allowable residence)  
- Interview with the Admission Committee  
  - True Copy of Grades (TCG)/Transcript of Records  
  - Must submit letter to dept. stating reason for shifting/transferring |
| CE (Civil Eng') | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- MSWA = 2.25 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 dept. stating reason for shifting/transferring | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- MSWA = 2.25 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)/Transcript of Records  
  - Must submit letter to dept. stating reason for shifting/transferring | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- MSWA = 2.25 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)/Transcript of Records  
  - Must submit letter to dept. stating reason for shifting/transferring |
| CS (Computer Science) | **Accepting period: 1st & 2nd Semester**  
- 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  
- Interview with DCS Admission Committee  
  - True Copy of Grades (TCG)  
  - Must submit letter to dept. stating reason for shifting/transferring | **Accepting period: 1st & 2nd Semester**  
- 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  
- Interview with DCS Admission Committee  
  - True Copy of Grades (TCG)/Transcript of Records  
  - Must submit letter to dept. stating reason for shifting/transferring | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- Math Weighted Average (Math 17/53 and higher or equivalents) 2.0 or better  
- Must have completed at least 33 academic units  
- Pass evaluation exam  
- Interview with DCS Admission Committee  
  - Transcript of Records (TOR)  
  - Must submit letter to dept. stating reason for shifting/transferring |
| CoE (Computer Eng') | **Accepting period: 1st & 2nd Semester**  
- 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 dept. stating reason for shifting/transferring | **Accepting period: 1st & 2nd Semester**  
- 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)/Transcript of Records  
  - Must submit letter to dept. stating reason for shifting/transferring | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- MSWA = 1.75 or better  
- Must have passed Math 17 or equivalent  
- No grade of 5.0; no unremoved 4.0 or INC. including CWTS/NSTP  
- Must have completed at least 33 academic units  
  - Transcript of Records (TOR)  
  - Must submit letter to dept. stating reason for shifting/transferring |
| ECE (Electronics & Comm Eng') | **Accepting period: 1st & 2nd Semester**  
- 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 dept. stating reason for shifting/transferring | **Accepting period: 1st & 2nd Semester**  
- MSWA = 1.75 or better  
- Must have passed Math 17 or equivalent  
- No grade of 5.0; no unremoved 4.0 or INC. including CWTS/NSTP  
- Must have completed at least 33 academic units  
  - Transcript of Records (TOR)  
  - Must submit letter to dept. stating reason for shifting/transferring | **Accepting period: 1st Semester only**  
- GWA = 2.0 or better  
- MSWA = 1.75 or better  
- Must have passed Math 17 or equivalent  
- No grade of 5.0; no unremoved 4.0 or INC. including CWTS/NSTP  
- Must have completed at least 33 academic units  
  - Transcript of Records (TOR)  
  - Must submit letter to dept. stating reason for shifting/transferring |

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**Requirements for Shiftees and Transferees**

- Must have completed at least 30 academic units.
- Must submit letter to dept. stating reason for shifting/transferring.
- True Copy of Grades (TCG) or Transcript of Records (TOR).
- No grade of 5.0; no unremoved 4.0 or INC.
- Must have passed Math 17 or equivalent.
- Accepting period: 1 semester.
- No failing grade; no unremoved 4.0 or INC.
- Must have completed at least 33 academic units.
- Must not have been in residence for more than 3 years.
- Must be able to complete course within prescribed limit (No extension beyond maximum allowable residence).
- Interview with the Admission Committee.
- Transcript of Records (TOR).
- Must submit letter to dept. stating reason for shifting/transferring.
<table>
<thead>
<tr>
<th>Discipline</th>
<th>Accepting period: 1st &amp; 2nd Semester</th>
<th>Accepting period: 1st Semester only</th>
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</thead>
<tbody>
<tr>
<td>GE (Geodetic Engineering)</td>
<td>Must have passed Math 53 or equivalent</td>
<td>Must have passed Math 53 or equivalent</td>
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<td></td>
<td>Must have completed at least 30 academic units</td>
<td>Must have completed at least 30 academic units</td>
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<td>Must pass stereovision and color vision test</td>
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<td></td>
<td>Must have completed at least 30 academic units</td>
<td>Must have completed at least 30 academic units</td>
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<td></td>
<td>True Copy of Grades (TCG)</td>
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<td></td>
<td>Must submit letter to dept. stating reason for shifting/transferring</td>
<td>Must submit letter to dept. stating reason for shifting/transferring</td>
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<tr>
<td>IE (Industrial Engineering)</td>
<td>Must have passed Math 17 or equivalent</td>
<td>Must have passed Math 17 or equivalent</td>
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<td>Must have completed at least 30 academic units</td>
<td>Must have completed at least 30 academic units</td>
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<td></td>
<td>Must be able to complete course within prescribed limit (No extension beyond maximum allowable residence)</td>
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<td></td>
<td>Interview with the Admission Committee</td>
<td>Interview with the Admission Committee</td>
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<tr>
<td></td>
<td>True Copy of Grades (TCG)</td>
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<td>Must submit letter to dept. stating reason for shifting/transferring</td>
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<tr>
<td>ME (Mechanical Engineering)</td>
<td>Must have passed Physics 71</td>
<td>Must have passed Physics 71</td>
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<td>Must have completed at least 30 academic units</td>
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<tr>
<td>MatE (Materials Eng’g)</td>
<td>Must be able to complete course within prescribed limit (no MRR extension)</td>
<td>Must be able to complete course within prescribed limit (no MRR extension)</td>
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<td></td>
<td>Must have completed at least 30 academic units</td>
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<tr>
<td>MetE (Metallurgical Eng’g)</td>
<td>Must have passed Math 53 or equivalent</td>
<td>Must have passed Math 53 or equivalent</td>
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<td>Must have completed at least 30 academic units</td>
<td>Must have completed at least 30 academic units</td>
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<td>Must submit letter to dept. stating reason for shifting/transferring</td>
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<tr>
<td>EM (Mining Eng’g)</td>
<td>Must have completed at least 33 academic units</td>
<td>Must have completed at least 33 academic units</td>
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<td></td>
<td>Must be able to complete course within prescribed limit (No extension beyond maximum allowable residence)</td>
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<td></td>
<td>Interview with the Admission Committee</td>
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<td>True Copy of Grades (TCG)</td>
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</table>

IN ALL CASES, ACCEPTANCE TO A DEGREE PROGRAM IS SUBJECT TO AVAILABILITY OF SLOTS
## DEPARTMENT HEADS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DEPARTMENT CHAIR/DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF CHEMICAL ENGINEERING</td>
<td>Dr. Rizalinda L. De Leon</td>
</tr>
<tr>
<td>• <strong>BS ChE</strong> (BS Chemical Engineering)</td>
<td></td>
</tr>
<tr>
<td>INSTITUTE OF CIVIL ENGINEERING (ICE)</td>
<td>Dr. Alexis Philip A. Acacio (Director)</td>
</tr>
<tr>
<td>• <strong>BS CE</strong> (BS Civil Engineering)</td>
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<tr>
<td>DEPARTMENT OF COMPUTER SCIENCE</td>
<td>Dr. Prospero C. Naval, Jr.</td>
</tr>
<tr>
<td>• <strong>BS CS</strong> (BS Computer Science)</td>
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<tr>
<td>ELECTRICAL &amp; ELECTRONICS ENG’G. INSTITUTE (EEEI)</td>
<td>Dr. Joel Joseph S. Marciano, Jr.(Director)</td>
</tr>
<tr>
<td>• <strong>BS EE</strong> (BS Electrical Engineering)</td>
<td></td>
</tr>
<tr>
<td>• <strong>BS ECE</strong> (BS Electronics &amp; Comm Engineering)</td>
<td></td>
</tr>
<tr>
<td>• <strong>BS CoE</strong> (BS Computer Engineering)</td>
<td></td>
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<tr>
<td>DEPARTMENT OF GEODETC ENGINEERING</td>
<td>Dr. Ariel C. Blanco</td>
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<td>• <strong>BS GE</strong> (BS Geodetic Engineering)</td>
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<tr>
<td>DEPARTMENT OF INDUSTRIAL ENGINEERING &amp; OPERATIONS RESEARCH</td>
<td>Prof. Loweli L. Lorenzo</td>
</tr>
<tr>
<td>• <strong>BS IE</strong> (BS Industrial Engineering)</td>
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<tr>
<td>DEPARTMENT OF MECHANICAL ENGINEERING</td>
<td>Dr. Menandro S. Berana</td>
</tr>
<tr>
<td>• <strong>BS ME</strong> (BS Mechanical Engineering)</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT OF MINING, METALLURGICAL &amp; MATERIALS ENGINEERING</td>
<td>Dr. Magdaleno R. Vasquez, Jr.</td>
</tr>
<tr>
<td>• <strong>BS EM</strong> (BS Mining Engineering)</td>
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<tr>
<td>• <strong>BS MatE</strong> (BS Materials Engineering)</td>
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<td>• <strong>BS MetE</strong> (BS Metallurgical Engineering)</td>
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</tr>
</tbody>
</table>

College of Engineering Direct Line: 920-8860 / U.P Trunkline: 981-8500 Local 3104
/imee