


**COLLEGE  
OF  
ENGINEERING**  
University of the Philippines

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

 920-8860; 928-3144; 981-8500 loc. 3104/3103

**Instructions:**

1. Write letter requesting to transfer to VSO status (with reason) addressed to your department chair. Have this endorsed at your department.
2. Fill out this form. Attach request letter to form and submit to the COE College Secretary's Office for approval.

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**TRANSFER TO VOLUNTARY SHIFTING-OUT STATUS**

(For students in GOOD STANDING in both home Department and College)

Name \_\_\_\_\_ St. No. \_\_\_\_\_  
Last Given M.I.

Current Course \_\_\_\_\_ Last enrolment \_\_\_\_\_

Reason for shifting out \_\_\_\_\_

Contact # \_\_\_\_\_ Email address: \_\_\_\_\_

**CONDITIONS**

Upon your request, you are hereby transferred to shifting - out status effective \_\_\_\_\_ subject to the following conditions:

1. You can be a shifting-out student in the College of Engineering for **at most one** academic year. i.e.. until the end of \_\_\_\_\_. During this period, you will be subject to the scholastic/retention rules of the college.
2. You must report to the Office of Counseling and Guidance for evaluation before you can enroll as a shifting-out student.
3. You will be advised by the Office of the College Secretary during registration time. You will be allowed to take subjects outside your previous curriculum, but you will not be allowed to enroll in any subject ( except RGEP ) offered by your current department.

**Do not write in this box**

Referred to OCG

Date \_\_\_\_\_

OCG evaluation received

Date \_\_\_\_\_

Form 5-A issued

Form 5 issued

Advised by: \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
----- Dr. Eligia D. Clemente -----  
College Secretary

\_\_\_\_\_  
Date

**CONFORME:**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date