



National Graduate School of Engineering  
University of the Philippines  
Diliman, Quezon City

## Request for Transfer of Credit

The Dean  
UP College of Engineering  
Diliman, Quezon City

Dear Sir/Ma'am:

This is to humbly request for transfer of credit of the following subject/s that were not credited to my previous degree to my current program.

Subject	Semester Enrolled	Grade

Very truly yours,

\_\_\_\_\_  
Signature Over Printed Name / Date

\_\_\_\_\_  
Student Number / Degree

<p>Endorsed by:</p> <p>_____ (Printed Name) Student Records Evaluator</p> <p>_____ <b>Program Coordinator, Dept. Chair, Institute Director</b></p>	<p>Approval/Disapproval:</p> <p>_____ <b>Dr. Manolo G. Mena</b> NGSE Director</p> <p>_____ <b>Prof. Ferdinand G. Manegdeg</b> Dean</p>
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