



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

**APPLICATION FOR SHIFTING WITHIN THE DEPARTMENT**  
(For Students in Good Standing)  
\_\_\_\_\_ Semester, 20 \_\_ - 20 \_\_ / Midyear \_\_\_\_\_

Document to be submitted:

1. Letter of request addressed to the Department Chairman/Institute Director through the Program Coordinator.

Course Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Previous Course: \_\_\_\_\_

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**RECOMMENDING APPROVAL**

**Approved**

**Refused/Denied**

Reason/s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Dept. Chair / Institute Director

\_\_\_\_\_  
**Dr. Louis Angelo M. Danao**  
NGSE Director

Approved

Disapproved

\_\_\_\_\_  
**Prof. Maria Antonia N. Tanchuling**  
Dean