



APPLICATION FOR TRANSFER OF CREDITS

To the applicant: Submit / email this form together with a photocopied transcript of records or true copy of grades to the Office of the Faculty Secretary one month before the registration. A maximum of 9 units for graduate programs or 50% of the total academic units in an undergraduate program may be applied for transfer of credits. PTC students are not allowed to apply for transfer of credits

STUDENT INFORMATION form with fields: FAMILY NAME, FIRST NAME, MIDDLE NAME, STUDENT NO, PROGRAM, MAJOR (if applicable), FIRST TERM ENROLLED, LAST TERM ENROLLED, EMAIL ADDRESS, MOBILE NUMBER/LANDLINE

I would like to request that the following courses which I have taken in my previous school be credited to the _____ program of the UP Open University:

Table with 6 columns: COURSE NO., UNIT, TERM/YEAR TAKEN, EQUIVALENT UPOU COURSE, SCHOOL, ACTION OF THE PROGRAM CHAIR. Multiple empty rows for data entry.

SIGNATURE OF THE STUDENT

RECOMMENDING APPROVAL: (FOR _____ UNITS ONLY)

PROGRAM CHAIR

DATE

APPROVED:

DEAN

DATE