



OFFICE OF THE COLLEGE SECRETARY
 College of Social Sciences and Philosophy
 University of the Philippines Diliman

APPLICATION FOR GRADUATION

NAME:	Last Name	Given Name	Middle Name	STUDENT NO.	
DATE OF BIRTH (PRC requirement):			CONTACT NO(S).		
CURRENT ADDRESS:					
PERMANENT ADDRESS:					
EMAIL ADDRESS:					
SOCIAL MEDIA ACCOUNT(S) URL:					
DEGREE PROGRAM:			MAJOR:		

I expect to finish my degree by the end of ____ Semester / Midyear Term AY ____ - ____.

Please check the appropriate item.

- I am a **TRANSFER STUDENT** from another UP constituent unit or from another school/university outside UP System.
- I am a **SHIFTEE** from another program within UP.

FOR CANDIDATES FOR GRADUATION WITH HONORS: Please check the appropriate item(s).

- I am a candidate for graduation with honors.
- I have been on a regular load (at least 15 units per semester).
- I was underloaded during ____ Semester AY ____ - ____
Reason for underloading: _____
- I am not a candidate for graduation with honors.

SCHEDULE OF CLASSES FOR THE CURRENT SEMESTER

COURSE	TIME	DAY(S)	ROOM

Signature over printed name of the student

Date

RECOMMENDING APPROVAL:

Signature over printed name of the Program Adviser

Date

RULES ON UNDERLOADING OF CANDIDATES FOR GRADUATION WITH HONORS

Students who are candidates for graduation with honors must take not less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units. However, a lighter load may be allowed for justifiable causes, such as health reasons, the unavailability of course(s) needed in the curriculum to complete the full load, there are no more courses to take based on the curriculum, or the fact that the candidate is a working student.

To justify underloading, the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:

1. For health reasons: Medical certification that must be validated by the University Health Service
2. For unavailability of course(s): Certification by the Program Adviser and a copy of the schedule of classes
3. For employment: Copy of payroll or appointment papers indicating the duration of employment

It is the responsibility of the student to establish the veracity of the cause(s) of underloading.

I hereby authorize the Office of the College Secretary, College of Social Sciences and Philosophy, to provide my personal information (Name, Address, Contact Number(s), Email Address(es), Degree Program, Honors/Awards Received) for the purpose(s) selected below.

Please check all that apply:

- Employment
 Research
 Invitation to join honor societies
 Nomination for awards, achievements, etc.
 Others
Please specify: _____

Signature over printed name of the student

Date