

GUIDELINES FOR TRANSFER FROM OTHER UNIVERSITIES AND COLLEGES (T2)

Application Period: June 02 – July 07, 2025

Students with previous college work from another University who want to transfer to the University of the Philippines (UP) must satisfy all admission requirements of the accepting unit/college. Applicants for transfer shall be considered for admission to the University only during the first semester of each academic year.

BASIC QUALIFICATIONS FOR TRANSFER APPLICANTS:

1. must have completed at least 33 units of collegiate academic courses (excluding religion, P.E., NSTP/CWTS, and vocational courses);
2. must have obtained a general weighted average of 2.0, 86%, or B or better for all the collegiate academic units he has earned outside of the University; some programs required a higher weighted average than that prescribed above. For applicants for second degree, the grade requirement is generally waived for a bachelor's degree holder, but not for those who have earned a title below a baccalaureate degree (e.g., certificate)
3. he will have to complete in the University no less than 50% of the units required for his program; and
4. the quota set by the Dean of the college or school concerned for the course to which he seeks admission, has not yet been filled up.

To graduate with honors, he/she will have to complete 75% of the required number of units and must be in residence for 2 years.

APPLICATION REQUIREMENTS:

Every new transfer applicant should submit the following at least one month prior to registration:

1. an accomplished application form (UP Form 2021-1B)
2. attach an official copy of grades from each college attended signed by the Registrar or his/her authorized representative; or Official Transcript of Records (containing complete grades) with remarks "for evaluation purposes only" (1 original & 2 photocopies)

Result of Application:

The result of the initial evaluation done by the OUR will be available around the second week of August. Applicants who satisfy the minimum requirements will still be referred to the respective colleges for final action. You may inquire about the results around the second week of August. **You may confirm your status of admission by calling the Office of the University Registrar at tel. no. (033) 315-8556 or email at admissions.our.upvisayas@up.edu.ph**

Please make alternative plans in case you are not admitted.

Submission of Entrance Credentials

All qualified applicants whose applications have been processed by the OUR and evaluated by the concerned units must submit the following before they are finally accepted and issued the University Admission Slip:

1. Official Transcript of Records with remarks: Copy for UP Visayas - for NT, ND, & SD only

2. Certificate of Transfer Credentials or Honorable Dismissal - for NT, ND, & SD only
3. Medical Certificate from UP Health Services Unit
4. Original PSA Copy of Birth Certificate
5. Original PSA Copy of Marriage Contract (for married female applicants only)
6. 2 pcs. 2" x 2" or passport-sized photographs
7. Student Directory Form

Codes:

NT – New Transfer

ND – Non-Degree

SD – Second Degree

SS – Special Student

If credentials submitted are confirmed to be spurious, admission will be revoked.

Validation for Advanced Credits

Advanced credits for courses taken outside the University may be granted upon passing the prescribed validation examination.

Admitted undergraduate transfer students must validate all the courses they are offering for advanced credits at the rate of at least 18 units a semester from the date of their admission. Their admission will be on probationary basis until all subjects taken outside UP which are required for their program have been validated or repeated, in accordance with the rule on validation of courses. Students will not be allowed to enroll in a subject, the prerequisites of which, taken elsewhere, have not been validated, or repeated, as the case may be.

Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation, provided they have a general weighted average of 2.0 or better. Before a student is allowed to major in any discipline, however, the major discipline may prescribe additional courses of up to 18 units of general education courses and/or preparatory courses for the major.

UNDERGRADUATE DEGREE PROGRAMS

BA (Community Development)
BA (History)
BA (Sociology)
BA in Communication and Media Studies
BA in Literature
BA in Political Science
BA in Psychology
BS in Accountancy (4.5 yrs)
BS in Applied Mathematics
BS in Biology
BS in Business Administration (Marketing)
BS in Chemical Engineering
BS in Chemistry
BS in Computer Science
BS in Economics
BS in Fisheries
BS in Food Technology
BS in Management
BS in Public Health
BS in Statistics