



### 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**

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:

COURSE NO.	UNIT	TERM/YEAR TAKEN	EQUIVALENT UPOU COURSE	SCHOOL	ACTION OF THE PROGRAM CHAIR

\_\_\_\_\_  
SIGNATURE OF THE STUDENT

CERTIFIED CORRECT

RECOMMENDING APPROVAL: (FOR \_\_\_\_\_ UNITS ONLY)

\_\_\_\_\_  
UNIVERSITY REGISTRAR

\_\_\_\_\_  
PROGRAM CHAIR

\_\_\_\_\_  
DATE

APPROVED:

\_\_\_\_\_  
DEAN

\_\_\_\_\_  
DATE