



AY 2026-2027 UP VSB INTERNAL SHIFTING APPLICATION

Recent 1 x 1
photo

Full Name (Last, First, Middle)			Student No.	
Degree Program Applied For (check only ONE)	☐ BS Business Administration (BSBA)			
	☐ BS Business Administration & Accountancy (BSBAA)			
Telephone / Cell phone Nos.			UP Email	
			Alt. Email	
Education History	(Enumerate all schools attended until present course and university)			
	School / University	City / Country	Period (From MM/YY to MM/YY)	
High School				
College (Course 1:)				
College (Course 2:)				
College (Course 3:)				
Please identify grades received in the following subjects (write N/A if no grade is received)	BA 99.1			
	BA 99.2			
	BA 114.1			
	BA 114.2			
Reason for shifting:				
I have read the University of the Philippines' Privacy Notice for Students (https://upd.edu.ph/privacy/studentnotice/). I understand that the UP Virata School of Business must necessarily process my personal and sensitive personal information for shifting/transferring purposes. Therefore, I grant my consent to the UP Virata School of Business to process my personal and sensitive personal information pursuant to the abovementioned Privacy Notice and other applicable laws. (Adapted from the UP Form 5) I fully understand that by shifting to another degree program, it is likely that my graduation will be delayed (i.e. I will not be able to complete my new program within the prescribed length of the curriculum starting from the time of admission to a new degree program because of some majors and other prerequisites not taken on time or at par with the curriculum). I certify that all information contained in my application is complete and accurate to the best of my knowledge. I understand that any false statements made or any required information withheld may be a ground for disqualification to my admission in UP VSB. Signature _____ Date _____				

PRINT, FILL-OUT, AND SUBMIT THE FIRST PAGE OF THE APPLICATION FORM ONLY.

APPLICATION PROCESS	
☐	1. Complete the Shifting/Transfer Application Form (this form) and the Student Directory (OUR Form No. 3).
☐	2. Request for a SOA for the shifting application fee via the online request form or at VSB Room 105, then pay either at the UPD Cashier, UP VSB Library, or via online.
☐	3. No need to request for a TCG. Just make sure that all grades are complete up to the 2nd Semester, AY 2025-2026.
☐	4. Submit the Shifting Application Form, Student Directory, and other information/requirements through the online form, and a hard copy of the submitted documents, along with the official receipt or online payment confirmation, at VSB Room 105.