



## APPLICATION FOR SHIFTING

1. **Consult Your Program Adviser** - Please communicate with your current program adviser regarding your intent to shift to another program.
2. **Evaluation of Transfer of Credits** - Request a tentative evaluation from the Office of the College Secretary (OCS) regarding the transfer of credits and communicate also with your program adviser about the result.  
*Reference: [Guidelines for Master's Program](#), Transfer of Credits (pp. 2–3)*
3. **Complete the Required Documents** (*Once you decide to proceed with the shift*):
  - a) **Letter of Request to Shift** – addressed to:

**Prof. Noel Christian A. Moratilla, PhD**

Dean, Asian Center

This letter must be endorsed by your current program adviser.

- b) [Application for Shifting to Another Program](#)
- c) [UP Form Application for Shifting\\_Rev 7 May 2024](#)
- d) [Request for Transfer of Credits](#) – signed by both the student and the program adviser.
- e) [Revised Program of Study](#) – signed by both the student and the program adviser.



- f) [Student Directory](#) ( Please submit a **printed copy** of your Student Directory with your **wet signature** and **photo**.)
4. **Initial Assessment by OCS** -Once all documents are complete, submit them to the Office of the College Secretary. The OCS will assess your application and return it to you for your program adviser's signature.
  5. **Submit for College-Level Approval** - After securing your adviser's signature, return the documents to OCS for the College Secretary and Dean's review and signature, along with any additional shifting documents required.
  6. **Submission to the Office of the University Registrar (OUR)** - Once endorsed at the college level, the documents will be submitted to the OUR for final processing.
  7. **Processing by OUR** - The OUR will finalize your shifting documents and update your student records accordingly.
  8. **Notification of Shifting Status** - The Asian Center – OCS will inform you once your shifting has been officially processed.