

University of the Philippines Manila  
**OFFICE OF THE UNIVERSITY REGISTRAR**  
Padre Faura Street, Ermita, Manila 1000  
OUR Hotline: 09152311167 (GLOBE) 09293851172 (SMART)

**APPLICATION POLICIES FOR SHIFTEES AND TRANSFEREES, First Semester, 2017-2018**

**Shiftees** are (1) students from a campus or Constituent University (CU) (e.g. UP Manila) who wish to enroll in another college (e.g., Pharmacy to Public Health) of the same campus or; (2) students from within a college who wish to get into a degree program other than that which they were originally qualified for (e.g., B.A. Philippine Arts to B.A. Political Science of the College of Arts and Sciences).

**Transferees** are (1) students from another Constituent University (e.g. UP Los Baños) who wish to enroll in UP Manila or; (2) students from another university who want to enroll in UP Manila.

**A. Requirements**

1. Students from another university must have **passed at least thirty three (33) academic units** while students from other Constituent University must have passed at least thirty (30) collegiate academic units. **A student who has already earned more than 90 units, or is affected by the Maximum Residency Rule (MRR) of the University, shall no longer be eligible for shifting or transferring.**
2. The applicant who wants to transfer must meet not only the minimum **General Weighted Average (GWA) of the University (2.00)** but shall also satisfy the other admission requirements of the accepting degree program/College (GWA, interview, examination, available slots, etc.)

**2.1 The College of Medicine does not accept transferees nor shiftees.**

**2.2 The College of Allied Medical Professions will not accept shiftees and transferees for AY 2017-2018.**

**2.3 College of Arts and Sciences:**

- 2.3.1 **Accepts shiftees** from U.P. Manila and transferees from other UP campuses. A GWA of 2.75 or better for all academic subjects/courses is required for all degree courses, **except for B.S. Biology where the GWA should be 2.00 or better.**
- 2.3.2 **For transferees**, a GWA of 2.00 or better is required for all academic degree programs **except for B.S. Biology which does not accept transferees from other universities.**
- 2.3.3 For both shiftees and transferees, only incoming sophomores will be accepted to the B.S. Biochemistry, B.S. Computer Science and B.S. Applied Physics programs.

**2.4 College of Dentistry:**

- 2.4.1 **Accepts only shiftees** from U.P. Manila and transferees from other UP campuses during the first two years of Pre-Dentistry with a GWA of 2.5 or better.
- 2.4.2 Graduates of baccalaureate degrees (preferably health-related) from U.P. Manila or other UP campuses may apply for the third year level (1st year Dentistry Proper) with a GWA of 2.50 or better.
- 2.4.3 **Transferees** from other dental colleges/universities may apply for the third year level (1st year Dentistry Proper) provided that they have successfully completed Pre-Dentistry courses (with submission of a Certificate of Pre-Dentistry Completion) and have a GWA of 1.75 or better.
- 2.4.4 Graduates of baccalaureate degrees (preferably health-related) from other schools/universities may apply for the third year level (1st year Dentistry Proper) with a GWA of 2.0 or better.

**2.5 College of Nursing will not accept shiftees and transferees for AY 2017-2018**

## **2.6 College of Pharmacy**

- 2.6.1 **Accepts transferees** from other schools with a GWA of 1.75 or better and shiftees/transferees from UP campuses with a GWA of 2.00 or better.
- 2.6.2 **Accepts second degree applicants:** non-UP graduate with a GWA of 2.25 or better and UP graduate with a GWA of 2.50 or better.
- 2.6.3 Qualified applicants will be ranked according to the criteria (school of origin, GWA, present course, grades in computational sciences and chemistry and reason for transfer) set by the College and will be interviewed by the College Committee on Admissions and Scholarships.  
Only those who qualified in the initial screening (after ranking of the applicants) will be called for interview. This is to emphasize that NOT ALL applicants will be interviewed.

## **2.7 College of Public Health**

- 2.7.1 **For UP Shiftees;** a GWA of 1.75 or better. Priority is given to applicants within UP System.
- 2.7.2 If there are available slots, then applicants from outside UP System will be considered. A GWA of 1.5 or better, is given priority.
- 2.7.3 To be admissible to the second year level, a student should have finished at least 34 units, including the required courses.
- 2.7.4 For the third year level, a maximum of 66 units should have been completed including all the first and second year required subjects.

## **B. Procedure**

1. Accomplish the Undergraduate Admission Application form (one copy per course application only).
2. In a brown envelope, submit to the Office of the University Registrar the following documents together with the completed application form:
  - 2.1 **Official Transcript of Records (for 2<sup>nd</sup> degree applicants only) or True Copy of Grades (for continuing students)** properly authenticated/signed by the Registrar/Dean and the grading system of the school attended. **TOR or TCG must be complete up to the last term of schooling.**
  - 2.2 Certificate of **good moral character** from either the Dean/College Secretary/Faculty Member of the school currently enrolled in.
  - 2.3 Official Receipt of **Application Fee** issued by the UP Manila Cashier
  - 2.4 One (1) 2 x 2 **picture**

## **C. Return Service Agreement**

The Colleges of Allied Medical Professions, Dentistry, Nursing, Pharmacy and Public Health are covered by the Return Service Agreement (RSA).

The RSA is an absolute admission requirement for the accepted applicants to the above-mentioned colleges. The agreement states that the student shall serve in the Philippines within five years after graduation.

**DEADLINE FOR SUBMISSION:  
June 15, 2017 (Thursday)**

**RESULTS WILL BE POSTED AT THE OFFICE OF THE UNIVERSITY  
REGISTRAR'S BULLETIN BOARD ON  
July 17, 2017 (Monday)**

**Accepted applicants may register during the regular registration period on July 24-28, 2017**