University of the Philippines
[Constituent University]
APPLICATION FOR ADVANCE CREDITS

TO: The University Registrar
              [Constituent University]

Through :   The College Secretary
                   [Name of College]

I wish to apply for advance credit (validation) for the following courses which I completed at the

_____.
     (Name of Higher Education Institution)

Course Number	Course Title	Credit Units	Final Grades

At present, I am enrolled in the _____ program of the
                                       (Title of Degree Program)

University of the Philippines _____.
                    (Constituent University)

Attached is a copy of the syllabus/course outline for your reference.

_____	_____	_____
Name & Signature of Student	Student Number	Date

.

For validation test outside of the period of validation, the student shall pay a Php 20.00 fee per subject. Only then shall the student be allowed to take the validation exam.

Total amount payable:	OR number:	Certified by:
	_____	
_____	Date of payment:	_____
	_____	

VALIDATION FOR ADVANCE CREDITS:

- An admitted transfer student must validate all the courses he is offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three (3) semesters from the date of his admission. Failure to comply with this requirement will mean the cancellation of his registration privileges (Revised UP Code: Art. 259 d, p. 91).

- A student transferring from any recognized institution who possesses an Associate in Arts or its equivalent of sixty-six (66) units of work may be enrolled without validation. Before a student is allowed to major in any discipline, the major discipline may prescribe additional courses and/or preparatory courses for the major. Candidates for a second baccalaureate degree will be required a written comprehensive examination (Revised UP Code: Art. 360 p.91).

- The permit of advanced credits for courses which are completed in other institutions but which have no equivalent in the University System shall be left to the faculty of the unit concerned (Revised UP Code: Art 361, p.92).

- Application for advanced credit shall be made on the prescribed form to the University Registrar or to the Dean or Director of the college or school which offers the course for which advanced credit is applied.
  The regular period for the holding of these **validation tests begins two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration**. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the Department or Division Chair and approval of the Dean or Director and upon payment of a fee of PhP20 per subject (Revised UP Code: Art. 362 p.92 as amended at 861st BOR Meeting: 29 May 1975; and 966th BOR Meeting: 29 March 1984).

- Advanced standing may also be granted by the University Registrar to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by departments or divisions concerned in accordance with the above provision on application for advanced credit (Revised UP Code: Art. 363 p. 92)

- The decision to grant advanced credit for subjects which are completed in other institutions, but which have no equivalent in the University, shall rest on the faculty of the unit concerned (Revised UP Code: Art. 363 p. 92).

- Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credit provided they are not inconsistent with the general rules set by the University Council (Revised UP Code: Art. 366 p. 93).

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EVALUATION OF APPLICATION FOR ADVANCE
CREDIT WITH OR WITHOUT VALIDATION

Name _____   Student # _____

Degree Program _____   Date _____

College/University previously attended: _____

Course to be validated

     Course Title: _____

     Grade earned: _____

Course to be substituted

     Course Title: _____

ASSESSMENT:
☐   PASS
☐   FAIL

Remarks:
_____
_____

Evaluated by: Approved by: Noted by:

_____   _____   _____
Name & Signature of Evaluator   Name & Signature of Department   Name & Signature of College Secretary
                                 Chair/Institute Director

_____   _____   _____
Designation   Date   Date

_____
Date evaluated

Application for Transfer Credits Flowchart

	STUDENT	DEPARTMENT CHAIR	OCS	OUR

START

1 — Accomplishes and submits the application for transfer crediting of courses (with a copy of TOR)

2 — Concerned Department Chair acts on the application for transfer of credits.

3 — Receives the result and prepares individual notices to the students

4 — Receives the result of the application (approved or disapproved) ← NO — Need to take a validation exam? — NO → Receives the result and verifies the courses credited against the original TOR submitted

Records the result in the record jacker

5 — Schedules the validation exam ← YES

6 — Receives the result of the validation exam and prepares individual notices to the students.

7 — Receives the result of the validation exam.

END