

**University of the Philippines Manila**  
**OFFICE OF THE UNIVERSITY REGISTRAR**  
**Padre Faura Street, Ermita, Manila 1000**

**APPLICATION POLICIES FOR SHIFTEES AND TRANSFEREES**  
**First Semester Academic Year 2023-2024**

Shiftees are (1) 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) or (2) 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.

Transferees are (Transferee 1) students from another UP Constituent University (e.g., UP Los Baños) who wish to transfer to a degree program in UP Manila or (Transferee 2) students from another university who wish to transfer to UP Manila.

**I. REQUIREMENTS**

- A. Students from another university must have passed at least thirty-three (33) **academic units** while students from a UP Constituent University must have passed at least thirty (30) **academic units**.

**Note: Only courses with final grades will be counted in the number of units earned.**

- B. The applicant who wants to shift or transfer must meet not only the minimum General Weighted Average (GWA) of the University (**2.00 for transferee 2 and 2.75 for shiftees 1 and 2 and transferee 1**) but shall also satisfy the other admission requirements of the accepting degree program/College (GWA, interview, examination, available slots, etc.).
- i. The College of Allied Medical Professions (CAMP) **will not** accept transferees nor shiftees for all its degree programs this coming Academic Year 2023-2024.
  - ii. College of Arts and Sciences (CAS)
    1. All shiftees and transferees should be in good standing for the academic year 2022-2023 and must not have exceeded the maximum residency rule.
    2. Will accept shiftees from U.P. Manila and transferees from other UP Constituent Universities (transferee 1). A **GWA of 2.75 or better** for all academic subjects/courses is required for all degree programs, except for B.S. Biology where the **GWA should be 2.00 or better**. The BS Biology program also requires that the applicant

should not have been found guilty of any offense during his/her residency in the university.

3. For transferees 2, 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.**
  4. All shiftees and transferees are required to submit a certificate of good moral character.
  5. 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.
  6. For the **Department of Arts and Communications:** (BA Organizational Communication and BA Philippine Arts) - **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.**
  7. For the **Department of Social Sciences** (BA Political Science, BA Social Science, and BA Development Studies) – the department may hold an **interview or give an essay examination** if and when applicable.
  8. For the **Department of Behavioral Sciences** (BA Behavioral Science) – the department may hold an interview if and when applicable.
- iii. College of Nursing (CN)
1. Will accept shiftees (UP Manila) and transferees from other UP Constituent Universities (Transferee 1) only with a **GWA of 2.00 or better** as incoming first year level students.
  2. Qualified applicants will be ranked according to their GWA and will be **interviewed** by the College Admission Committee.
- iv. The College of Public Health (CPH) will accept three (3) shiftees and two (2) transferees for Academic Year 2022-2023:
1. For Shiftees and Transferee 1
    - a. Applicant must have a general weighted average (GWA) of **2.5 or better** in all courses taken.
    - b. Must submit a **true copy of grades** from the home unit
  2. For Transferee 2:

Applicant may qualify for admission if his/her GWA **is 2.0 or 85% or B or higher from the 33** or more units and that he/she has completed the required

units in **Chemistry and Biology** or their equivalents

3. The qualified applicant must undergo an **interview** with the BSPH committee.

v. College of Dentistry (CD)

1. Will accept **Baccalaureate Degree holders**
  - a. from UP (with a **GWA of 2.50** or better) and other Universities (with a **GWA OF 2.00** or better).
  - b. Must undergo an interview and dexterity examinations
2. Will accept shiftees and transferee 1 with the following qualifications:
  - a. Have a **GWA of 2.50 and CWA of 2.75** or better
  - b. Have attended a maximum of 4 semesters in UP
  - c. Present a certificate of good moral character issued by the proper authorities
  - d. Pass the dexterity examinations**

Notes:

- For foreign applicants (non-Filipino citizens), they must satisfy the qualifications stated above. In addition, foreign applicants who are from countries not using English as their first language must satisfy the TOEFL or IELTS score specified by the University. Accepted foreign students will be required to attend Filipino classes for Filipino Language Proficiency.
- Accepted applicants must finish all pre-clinical courses and deficiencies before the fifth-year level where clinics will begin. They will not be allowed to begin clinical dentistry with deficiencies in preclinical subjects.

vi. College of Pharmacy (CP)

1. Will accept transferees from other schools with a **GWA of 1.75 or better** and shiftees/transferees from UP Constituent Universities with a **GWA of 2.00 or better**.
2. Will accept 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**.
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.
- 4. Only those who qualified in the initial screening (after ranking of the applicants) will be called for online interview. This is to emphasize that NOT ALL applicants will be interviewed.**

\*Please note that there are two courses offered at the College of Pharmacy, BS Pharmacy and BS Pharmaceutical Sciences. With the current situation due to Covid-19, the qualified shiftees and transferees must be willing to undertake any instructional adjustment to be implemented by the College of Pharmacy.

- vii. The College of Medicine (CM) does not accept shiftees nor transferees in any of its degree programs.

**Note: Computation of the GWA and CWA will only include numeric grades. For transferee 2 applicants whose university follows a grading system other than numeric, transmutation of the grades will be done prior to computation.**

## II. PROCEDURE

- A. Accomplish the Undergraduate Admission Application Form that can be downloaded from the OUR website. Separate application forms should be accomplished per degree program applied for.
- B. For Shiftees 1 and 2 and Transferee 1 applicants, ***the accomplished application form should be submitted directly to the college where the degree program being applied to is being offered together with all the other requirements.*** These requirements and application portal can be found in the following sites:

**College of Nursing:**

<https://tinyurl.com/UPCNShifteesTransferees2023>

**College of Dentistry:**

[https://bit.ly/UPCDSHifteeTransferee\\_Confirmation](https://bit.ly/UPCDSHifteeTransferee_Confirmation)

**College of Public Health:**

1. **Current Online Submission Form:** [OCS-CPH One Stop Online Form Submission](#)

-currently being used this semester AY 2022-2023.

2. **New Online Submission Form:** [CPH-OCS One Stop Online Form Submission \(new\)](#)

-currently being updated. This form will be used once it is done updating.

## **College of Pharmacy**

<https://bit.ly/ShifteesTransferees2023>

## **College of Arts and Sciences**

[SHIFTEES AND TRANSFEREE 1 CAS PORTAL](#)

\*\*\*The College of Arts and Sciences will accept applications from **June 21 to 30, 2023.**

- C. For Transferee 2 (undergraduate and second degree) applicants, the accomplished application form should be attached to the **Google Form application for Transferees**

<https://bit.ly/Transferee2andSecondDegreeApplication2023-2024>

that can be accessed through the OUR website together with the following documents:

- i. Official Transcript of Records (TOR - for 2<sup>nd</sup> degree applicants only) or True Copy of Grades (TCG - for continuing students) complete up to the last term attended, properly authenticated/signed by the Registrar/Dean, and with the grading system of the school attended.
- ii. Certification of the General Weighted Average (GWA)
- iii. Certificate of good moral character from a person of authority of the school
- iv. One (1) 2 x 2 picture
- v. Official receipt of application fee if applicable
- vi. Other documents required by the degree program applying to
- vii. For Foreign applicants
  1. Application form with passport size photo
  2. Application fee in PMO USD \$30 or Manager's check USD \$30
  3. Transcript of Records for evaluation purposes ( for undergraduate applicants)
  4. Official Transcript of Record ( for second degree applicants )
  5. If the medium of instruction in a previous school is not English, TOEFL Result with any of the ff. scores: paper-based-500, computer based- 173, IBT -61 or IELTS -5.5 is required.
  6. If there is a gap in enrollment, a Certificate of Non-enrollment is required stating the particular semester/AY that the student was not enrolled.

- D. For applicants not covered by the Free Tuition Law (e.g. Second degree applicants, foreign applicants), the application fee should be paid at the UP Manila Cashier's Office or through online banking and the copy of the Official Receipt should also be attached to the

application portal.

### III. RETURN SERVICE AGREEMENT

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

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

**APPLICATION PERIOD:  
June 01 – June 30, 2023**

(for those whose universities' second semester submission of grades will be later than this period, a certification from the Dean or Registrar should be submitted and the second semester grades to follow on a specified date)

Accepted applicants will be notified/contacted as soon as the colleges submit the final list of accepted applicants and may register during the registration period for the First Semester 2023-2024.