

COLLEGE OF \_\_\_\_\_  
 University of the Philippines Diliman  
**APPLICATION FOR CREDIT WITHOUT VALIDATION**  
 (For transferee who had taken at least 66 units upon admission to UP)

Dr. \_\_\_\_\_  
 Dean, College of \_\_\_\_\_  
 U.P. Diliman, Q.C.

Dear Dean \_\_\_\_\_:  
 This is to recommend the following courses taken by Mis./Mr. \_\_\_\_\_, a  
 B/BA/BS \_\_\_\_\_ student of the college for automatic validation of courses which s/he may  
 be entitled to under the rules and regulations adopted by the University.

(1) Evaluated by: \_\_\_\_\_  
 Student Records Evaluator  
 College of \_\_\_\_\_  
 Date: \_\_\_\_\_

(2) Recommended by: \_\_\_\_\_  
 Program Adviser  
 \_\_\_\_\_  
 College Secretary

(3)

Courses completed at the University/ College of _____		Equivalent course/s in University of the Philippines		Action of the department/college offering the course <i>(approved/ disapproved)</i>	Signature over Printed Name of the Chair offering the course	Remarks
Subject/s	Units	Subject/s	Units			

(4) Approved/Disapproved: \_\_\_\_\_  
 Dean  
 Date: \_\_\_\_\_

(5) Noted by: \_\_\_\_\_  
 University Registrar  
 Date: \_\_\_\_\_

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 This form was approved at the College Secretaries' Meeting held on 26 October 2011.

UNIVERSITY RULES ON VALIDATION FOR CREDITS  
(UPD Catalogue, pages 7-8)

- a. The admission of transfer students shall be on probation basis until such time s/he shall have validated or repeated all subjects taken outside the University according to the rule stated in the next succeeding paragraph.
- b. An admitted transfer student must validate all the courses s/he is offering for advanced credit at the rate of 18 units a semester within a period not exceeding three (3) semesters from the date of his/her admission. Failure to comply with this requirement would mean the cancellation of her/his registration privileges.
- c. An admitted transfer student may not be allowed to enrol in a subject or subjects the prerequisites of which, taken elsewhere, have not been validated or repeated in the University.

Any or all of the above may be set aside in exceptional cases upon the recommendation of the Committee on Admission in units where admission of student is passed upon by this committee or by the dean or director concerned, upon approval of the Chancellor.

- d. Students transferring from any recognized institution who possess an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, however, the unit may prescribe up to 18 additional units of general education subjects and/or preparatory subjects for the major.
- e. Application for advance credit should be made, using the prescribed form, to the University Registrar or to the Dean or Director of the college where they have been admitted. Validation tests begin 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 the required fee per subject.
- f. Advance 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. Advance 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 advance credit.
- g. The decision to grant advance 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.
- h. Each college or school may promulgate rules for the admission of transfer students and the granting of advance credit provided they are not inconsistent with the general rules set by the University Council.