



Office of the Associate Dean for Mentoring Academic Progress and Advancement

GRADUATE OFFICE

REQUEST FOR TRANSFER / ADVANCED OF CREDITS

Date: _____

DR. GIOVANNI A. TAPANG
Dean, College of Science

Thru Channels:

Dear Dean Tapang,

This is to request for transfer of credits of the following subject/s taken, which were not credited to my previous degree.

SUBJECT/S *	ACADEMIC YEAR TAKEN	UNITS	GRADE	REMARKS

Very truly yours,

Signature over Printed Name Degree Program Student Number

Endorsed by:

Recommending Approval:

Program Adviser

Director / Program Coordinator

Recommending Approval:

Approved:

EIZADORA T. YU, PhD
Associate Dean for Mentoring
Academic Progress and Advancement

GIOVANNI A. TAPANG, PhD
Dean, College of Science

Attach a certification of non-credited subjects from the Office of the College Secretary if course is taken during undergraduate program.