



**University of the Philippines
DILIMAN
APPLICATION FOR ADVANCE CREDITS**

TO: **ROWENA QUINTO-BAILON, PhD**
University Registrar

Through: **MARIE CHRISTINE M. OBUSAN, PhD**
College Secretary, College of Science

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

(Name of Higher Education Institution) (Degree Program)

Course Number	Course Title	Course Description	Credit Units	Final Grades

At present, I am enrolled in the _____ program of the
(Title of Degree Program)
University of the Philippines **DILIMAN**
(Constituent University)

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

Signature over printed name of Student Student Number Date

VALIDATION FOR ADVANCE CREDITS:

- An admitted transfer student must validate all the courses offered 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 the student's admission. Failure to comply with this requirement will mean the cancellation of their 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 No. _____
Degree Program _____ Date _____

College/University previously attended: _____
Degree Program from College/University previously attended: _____

Courses to be validated

Course Title: _____
Grade Earned: _____

Course to be credited

Course Title: _____

ASSESSMENT:

- ☐ PASS
☐ FAIL

Remarks:

Evaluated by:

Approved by:

Noted by:

Signature over printed name of the faculty
who evaluated the course/s

Signature over printed name of
Institute Director

MARIE CHRISTINE M. OBUSAN, PhD
College Secretary

Designation

Date

Date

Date Evaluated

- Advance credit / placement exam – at least 33 academic units
- With or without validation – at least 66 units