

Republic of the Philippines POLYTECHNIC UNIVERSITY OF THE PHILIPPINES PUP-AACS-5-UNRO-009 Rev. 1 OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES June 19, 2019 Office of the University Registrar Sta. Mesa, Manila

APPLICATION FOR ACCREDITATION OF SUBJECTS SHIFTEES AND REGULAR STUDENTS

REQUIREMENTS:

- 1. Application for Accreditation of Subject/s Form
- 3. Informative Copy of Grades
- 2. Curriculum Sheet used upon admission in PUP
- 4. Approved Shifting form for Shiftee

PROCEDURE:

- 1. Fill out this AAS Form properly.
- 2. Proceed to respective Department offering the subject you are requesting for accreditation and have it approved by the Chairperson.
- 3. Proceed to the office of Admission Services, Ground Floor, West Wing for signature of the Chief of OAS.
- 4. Proceed to Window 14 of the Office of the University Registrar Ground Floor, South Wing for approval and signature of the Assistant University Registrar.
- 5. After the approval of the AUR, proceed to Records Evaluation and Accreditation Section and look for your respective Evaluator for tagging of the accredited subjects.

Dean, College of:

Sir/Madam:

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May I,,		, with
(Lname, Fname, M.I.)	(Course/Year & Section)	(Student No.)
respectfully request for the transfer of credit of the subjects	I took from	as follows:

(Name of College)

Date

SUBJECTS TAKEN:				SUBJECT(S) IN YOUR CURRENT CURRICULUM				
SEM/SY	Code	Subject Title	Grade	Units	Code	Subject Title	Units	College Dean/Chairperson
								Approval (Signature over Printed
								Name)
TOTAL NO. OF UNITS:			ΤΟΤΑΙ	NO. OF UNITS:				

Attached herewith is the Informative Copy of Grades for your reference. Thank you very much.

Very truly yours,

Recommending Approval:

Approved by:

Acknowledged by:

Signature above printed name

Chief, Admission Office

Assistant University Registrar

Office of the University Registrar, PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016 Direct Line: 335-1752 | Trunk Line: 335-1787 or 335-1777 local 285 or 389 Website: www.pup.edu.ph | Email: registraroffice@pup.edu.ph



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