



REPUBLIC OF THE PHILIPPINES  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
OFFICE OF THE UNIVERSITY REGISTRAR  
STA. MESA, MANILA

CONTROL NO.: \_\_\_\_\_

**APPLICATION FOR CHANGE OF ENROLLMENT**

- ADDING OF SUBJECT  
 CHANGE OF SUBJECT  
 WITHDRAWAL

COLLEGE/INSTITUTE :		
STUDENT NUMBER :		APPLICATION DATE: (mm/dd/yyyy)
NAME OF STUDENT :		
COURSE/YR/SECTION :		ACADEMIC YEAR: 20____ - 20____
REASON/S FOR CHANGE OF ENROLLMENT		

First Semester  
 Second Semester  
 Summer

PLEASE CHECK THE APPROPRIATE BOX.

**SUBJECT/S TO BE ADDED**

CODE	SUBJECT TITLE	DAY	TIME	ROOM	UNITS	FACULTY SIGNATURE	TAGGED BY: (Chairperson)

**SUBJECT/S OR SCHEDULE TO BE CHANGED**

FROM:

CODE	SUBJECT TITLE	DAY	TIME	ROOM	UNITS	FACULTY SIGNATURE	TAGGED BY: (Chairperson)

TO:

CODE	SUBJECT TITLE	DAY	TIME	ROOM	UNITS	FACULTY SIGNATURE	TAGGED BY: (Chairperson)

**SUBJECT/S TO BE WITHDRAWN**

CODE	SUBJECT TITLE	DAY	TIME	ROOM	UNITS	FACULTY SIGNATURE	TAGGED BY: (Chairperson)

*This form will only be processed if filled-up properly and completely during the adjustment period.*

Number of units and hours (originally enrolled)  
based on Registration Certificate : \_\_\_\_\_  
Number of units and hours added : \_\_\_\_\_  
**TOTAL number of units enrolled** : \_\_\_\_\_

I hereby apply for a change in my enrollment as stated  
in this form, subject to existing rules and regulations  
of the University.

APPROVED BY : \_\_\_\_\_  
DEAN/CHAIRPERSON

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF STUDENT

DATE : \_\_\_\_\_

ACKNOWLEDGED BY THE OFFICE OF THE UNIVERSITY REGISTRAR

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date : \_\_\_\_\_

Official Receipt No.: **(R.A. 10931)**  
Amount Paid : \_\_\_\_\_  
Date : \_\_\_\_\_