



Polytechnic University of the Philippines
Office of the Vice President for Student Affairs & Services
OFFICE OF THE UNIVERSITY REGISTRAR – ADMISSION AND REGISTRATION SECTION SERVICES
Sta. Mesa Manila

REFERENCE SLIP
1st Endorsement

Date : _____

THE DEAN

Department of _____ College of _____
This University

Sir/Madam:

This is to certify that _____ is **Provisionally** admitted as **TRANSFEREE** in the University this First Semester, SY 2020-2021 pending submission of the official copy of Transcript of Record "**Copy for PUP**" from the _____. Attached is the Psychological Test Result certified by the Chief, GCTO dated _____, 2020. His / Her CGWA is _____.

Per University policy, re: "Subject/s taken by the transferring students from another School/University which may be considered as reasonable equivalent of subjects in the University curriculum shall be given credit of not more than 30 units, subject to the validation of the Dean as endorsed by the University Registrar and upon payment of accreditation fee."

Please find attached copies of credentials for your evaluation of his / her academic performance per your College requirement and appropriate action.

Thank you.

ADELIO O. SULIT
Chief

Noted:

FLORDELIZA E. ALVENDIA
University Registrar

TO BE FILLED OUT BY THE DEAN / CHAIRPERSON

ACTION TAKEN

Said student is ___ Accepted ___ Not Accepted for admission in the _____ Program,
_____ Curriculum, effective this First Semester, SY 2020-2021.

Based on his/her Certification of Grades/Transcript of Records presented, he/she may take the following subject/s **pending his/her official enrolment in the University:**

SUBJECT/ COURSE CODE	YEAR/SECTION	SUBJECT/COURSE DESCRIPTION	UNITS	PROFESSOR <i>(Signature over Printed Name)</i>
Total Units/Hrs.:				

Approved: _____
Chairperson / Date

Noted by: _____
Dean / Date

2nd Endorsement

PROF. LUTZER U. REYES

Director, ICTO

Sir,

Pls be informed that as per our University policies and requirements for Transfer from Other School/University, Mr./Ms. _____ a former student from _____ SY _____ is Provisionally admitted as TRANSFEREE, this First Semester, SY 2020-21 pending submission of Official Transcript of Record "Copy for PUP" and other requirements for admission in the College of _____ program _____ curriculum. Attached is the Psychological Test Result certified by the Chief, GCTO dated _____. His /Her CGWA is _____.

In this connection, kindly consider him/her to apply for an **SIS Account** for Admission and Registration in the University effective this First Semester, SY 2020-2021.

Dean / Chairperson

For: THE UNIVERSITY REGISTRAR (ADMISSION OFFICE)

This University

This is to certify that _____ is registered with provisional status in the **SIS** of the University as certified by the Chief, OAS and his/her enrolment in the dept./college was approved by the Dean/Chairperson of the college pending compliance of other requirements as "**TRANSFEREE.**"

PROF. LUTZER U. REYES
Director, ICTO

**These documents contain personal-identifiable information that is subject to Data Privacy.
Please keep these documents protected and in a safe place.**

WAIVER OF RIGHT OF TRANSFEREE

I, _____, of age (with my father's/mother's/Guardian's consent),
Ako si, _____, may pag-sangayon ng aking magulang o tagapag-
Single, Filipino, with residence and postal address at
alaga, ay naninirahan sa _____ matapos makapanumpa
after having been duly sworn to in accordance with law, depose and say:
sang-ayon sa ipinag-uutos ng batas, buong pusong nagsasaad:

1. That I am a new enrollee/transferee of the Polytechnic University of the Philippines, Manila,
Ako ay bagong lipat sa Politeknikong Unibersidad ng Pilipinas, Sta. Mesa, Manila bilang
being a former student of _____ year _____
mag-aaral sa _____ noong taong _____.
2. That as a transferee and presently enrolled at the College of
Bilang isang transferee at kasalukuyang mag-aaral sa College of _____
I was duly informed of the requirements as well as the existing rules and regulations of the University
Ako ay nasabihan ng mga alituntunin ng Unibersidad na 30 units lang ang macre-credit sa mga subject
That only 30 units taken from my school of origin shall be credited enrolled within one (1) year period
Na kinuha ko sa dating paaralan noong nakaraang taon lang at tatalikuran habang panahon ang mga
And forever waive my right on any or in excess of the said 30 units taken from my school of origin shall
sobra sa 30 units at yung sobra ay hindi bibilangin para sa aking pangalan upang ako ay makagraduate.
be credited enrolled within one (1) year period and forever waive my right on any or in excess of the said
30 units and that the same shall not be counted or accredited in my favor for the purpose of evaluation
for my graduation;
3. That upon enrolment, I have agreed as I hereby agree to maintain a grade of at least 2.50 in all my
Sa aking pagpag-pasok, ako ay mag-aaral at panatilihin ko ang aking grado na 2.50 sa lahat ng aking
subjects and in no case shall I get a failing and/or incomplete grade neither will I change or withdraw
subject at wala akong bagsak o kulang na grado o drop o palit o umatras sa buong taon ng aking
any subject within the year from the date of my enrolment;
pagkakatanggap;
4. That I will finish my course within the prescribed periods imposed by P.U.P. and should I fail of the
Na ako ay susunod sa mga alituntunin ng Unibersidad ayon sa University Code at kung ako ay hindi
foregoing conditions, I am willing to unconditionally accept my dismissal from the University and
sumunod, maari akong tanggalin SA Unibersidad at tatalikuran ko ang aking karapatan na hindi
hereby waive whatsoever right that I may still have to continue my studies with P.U.P.
na ako makapagpatuloy ng pag-aaral sa P.U.P.;
5. That I am executing this waiver of right to attest to the truth of all the foregoing facts and for the
Ang salaysay na ito ay aking isinagawa bilang patotoo sa lahat ng nabanggit at upang magawa ko
purpose of complying the requirements for admission to the University.
ang lahat ng pangangailangan ng Unibersidad.

IN WITNESS WHEREOF, I have signed this on this _____ day of _____, 20____.

With my consent and approval:

Father/Mother/Guardian
Signature over Printed Name

Affiant / Transferee
Signature over Printed Name

SUBSCRIBE AND SWORN to before me this _____ day of _____, 20____ affiant's
father/mother/guardian exhibited to me their Community Tax Cert. No. _____ issued at
_____ on _____, 20____.

Doc. No. _____

Page No. _____

Book No. _____

Series of 20____