*Revised2019*

UNIVERSITY OF THE PHILIPPINES MINDANAO

**APPLICATION FOR SHIFTING**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number:\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Filing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 1. **Student Request**

Requesting permission to shift to:Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective: \_\_\_\_\_Sem, AY \_\_\_\_\_\_\_\_ Reason/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_Signature of Applicant DateEndorsed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Registration Adviser Date  | 1. **Action taken by the recommending Department** (please check one)**:**

  Recommended  Not recommended due to\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_Department Chair Date Recorded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ College Secretary Date |
| 1. **Action of the Admissions Committee of the Accepting Department**

 (please check one)**:**   Recommended  Not recommended due to\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | 1. **Action of the Dean of the Accepting Department:**

**APPROVED / DISAPPROVED:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Dean Date **Recorded:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ College Secretary Date |

Attachments:

**Current Contact Numbers (required):**

Shifting applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Letter of Intent duly signed by parent/s or guardian
2. Photocopy of parent’s or guardian’s valid ID
3. True Copy of Grades

*Furnish copies for: Student, Accepting Department, OCS and Original copy for OUR*