



# UNIVERSITY OF THE PHILIPPINES MANILA

## OFFICE OF THE UNIVERSITY REGISTRAR

Joaquin Gonzales Bldg., Padre Faura corner Ma Orosa Street, Ermita 1000 Manila

Telephone numbers: 88141-243 / 88141-244 / 88141- 245

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### APPLICATION POLICIES FOR SHIFTEES, TRANSFEREES, AND SECOND DEGREE APPLICANTS

*First Semester, Academic Year 2026-2027*

I. **APPLICATION PERIOD:** Submission of requirements is from **June 1 to July 1, 2026.**

*Important: Applicants whose universities will release second semester grades after this period must submit a certification from the Dean or Registrar indicating the expected release date of grades. The second semester grades may then be submitted as soon as possible once available, the specified date.*

II. **DEFINITION**

**Shiftees (S)** are students who have opted to change either their program of study or degree program within their current campus. They are able to meet certain requirements set by the unit in charge of their chosen degree program. They are classified as:

Terminology	Definition
S1	This refers to <i>Shiftee 1</i> or students shifting to another program offered within the same college. (e.g., B.A. Philippine Arts to B.A. Political Science of the College of Arts and Sciences)
S2	This refers to <i>Shiftee 2</i> or students shifting to another program offered within the same UP Constituent University. (e.g., BS Pharmacy to BS Public Health of the same campus)

**Transferees (T)** are students whose admission is subject to the rules of the autonomous unit, the colleges, and the departments that offer their preferred degree programs. They are classified as:

T1	This refers to <i>Transferee 1</i> or students transferring to another program offered in another UP Constituent University. (e.g. UP Diliman student who wish to transfer to a degree program in UP Manila)
T2	This refers to <i>Transferee 2</i> or students from another Higher Education Institution transferring to any UP Constituent University.

**Second Degree Applicants** are students who have successfully completed a degree program and can pursue another degree within the same level.



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### III. REQUIREMENTS

#### A. General requirements:

Students from another university must have passed **at least thirty-three (33) academic units** while students from a UP Constituent University must have passed **at least thirty (30) academic units**. Only courses with final grades will be counted in the number of units passed.

#### B. College-level requirements:

The applicant who wants to shift or transfer must meet not only the minimum General Weighted Average (GWA) of the University but shall also satisfy other admission requirements of the accepting degree program/College.

##### a. College of Allied Medical Professions (CAMP)

The CAMP **will not** accept transferees or shiftees for all its degree programs this coming Academic Year 2026-2027.

##### b. College of Arts and Sciences (CAS)

1. All shiftees and transferees should be in good standing for the academic year 2025-2026 and must not have exceeded the maximum residency rule.
2. Will accept shiftees (S1, S2) from U.P. Manila and transferees from other UP Constituent Universities (T1). A **GWA of 2.75 or better** for all academic subjects/courses is required for all degree programs, except for B.S. Biology where the **GWA should be 2.00 or better**. The BS Biology program also requires that the applicant should not have been found guilty of any offense during his/her residency in the university.
3. For transferees 2 (T2), a **GWA of 2.00 or better** is required for all academic degree programs **except for B.S. Biology, which does not accept transferees from other universities (T2)**.
4. All shiftees and transferees are required to submit a certificate of good moral character.
5. For both shiftees and transferees, only incoming sophomores will be accepted to the B.S. Biochemistry, B.S. Computer Science and B.S. Applied Physics programs.
6. For the **Department of Arts and Communications**: (BA Organizational Communication and BA Philippine Arts) - **ONLY THOSE WHO QUALIFIED IN THE INITIAL SCREENING (after ranking of the applicants) WILL BE CALLED FOR INTERVIEW. This is to emphasize that NOT ALL applicants will be interviewed.**
7. For the **Department of Social Sciences** (BA Political Science, BA Social Science, and BA Development Studies) – the department may hold an **interview or give an essay examination** if and when applicable.
8. For the **Department of Behavioral Sciences** (BA Behavioral Science) – the department may hold an interview if and when applicable.

##### c. College of Nursing (CN)

###### A. Application Policies for Shiftees & Transferees

1. Shiftees from UP Manila (Shiftee 2) and transferees from other UP constituent universities (Transferee 1) should have a GWA of **2.00 or better** as incoming first year level students.



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2. Qualified applicants will be ranked according to their GWA. Those who passed the initial screening based on documents submitted will be interviewed by the College Admission Committee.

### B. Requirements

1. Fully accomplished Undergraduate Admission Application Form: a. [Shiftees from UP Manila \(Shiftee 2\)](#) b. [Transferee from other UP constituent universities \(Transferee 1\)](#)
2. True Copy of Grades (TCG) with complete grades up to the last term attended, properly authenticated/signed by the Registrar/Dean (*for those whose universities' second semester submission of grades will be later than the application period, a certification from the Dean or Registrar should be submitted and the Second Semester grades to follow on a specified date*)
3. Certification of the General Weighted Average (GWA)
4. Certificate of Good Moral Character from either the Dean, College Secretary or Faculty Member of the school currently enrolled in.
5. One 2x2 ID picture
6. Filled out & signed [Honor Pledge & RSA Primer](#)

#### d. The College of Public Health (CPH)

The CPH will accept one (1) shiftee and one (1) transferee for Academic Year 2026-2027:

1. For Shiftees and Transferee 1
  - a. Applicant must have a general weighted average (GWA) of **2.5 or better** in all courses taken.
  - b. Must submit a **true copy of grades** from the home unit
2. For Transferee 2:

Applicant may qualify for admission if his/her GWA is **2.0 or 85% or B or higher from the 33** or more units and that he/she has completed the required units in **Chemistry and Biology** or their equivalents
3. The qualified applicant must undergo an **interview** with the BSPH committee.

#### e. College of Dentistry (CD)

1. Will accept **Baccalaureate Degree holders**
  - from UP (with a **GWA of 2.50** or better) and other Universities (with a **GWA OF 2.00** or better).
  - Must undergo an interview and pass the dexterity examinations
2. Will accept shiftees (S2) and transferee (T1) with the following qualifications:
  - Have a **GWA of 2.50 and CWA of 2.75** or better
  - Have attended a maximum of 4 semesters in UP
  - Present a certificate of good moral character issued by the proper authorities
  - **Pass the dexterity examinations**
3. No foreign applicants (non-Filipino citizens) will be accepted for the undergraduate program this AY 2026-2027.

Note: Accepted applicants must finish all pre-clinical courses and deficiencies before the fifth-year level where clinics will begin. They will not be allowed to begin clinical dentistry with deficiencies in preclinical subjects.



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### f. College of Pharmacy (CP)

1. Will accept transferees from other schools with a **GWA of 1.50 or better** and shiftees/transferees from UP Constituent Universities with a **GWA of 1.75 or better**.
2. Will accept second degree applicants: non-UP graduates with a **GWA of 2.00 or better** and UP graduates with a **GWA of 2.25 or better**.
3. Qualified applicants will be ranked according to the criteria (school of origin, GWA, present course, grades in computational sciences and chemistry and reason for transfer) set by the College and will be interviewed by the College Committee on Admissions and Scholarships.

Only those who qualified in the initial screening (after ranking of the applicants) will be called for the second screening\*. Qualified applicants must undergo the following:

- BS Pharmacy: Zoom Interview and Zoom Writing Test
- BS Pharmaceutical Sciences: Zoom Interview only

**\*This is to emphasize that ONLY THOSE APPLICANTS WHO PASSED THE INITIAL SCREENING will be called for the second screening.**

### g. College of Medicine (CM)

The CM **does not** accept shiftees or transferees in any of its degree programs.

#### **Note:**

Computation of the General Weighted Average (GWA) and Curriculum Weighted Average (CWA) will only include numeric grades. For transferee 2 applicants whose university follows a grading system other than numeric, transmutation of the grades will be done prior to computation.

**General Weighted Average (GWA)** is based on grades in all subjects taken at that level including those taken in previous programs (in cases where students shifted from another program) and subjects taken outside of the curriculum for enrichment purposes.

**Curriculum Weighted Average (CWA)** is used as the basis for evaluating the admission of undergraduate students shifting to a new program. Computation is based only on the grades of the students in courses that will be credited in the new program. This will be applied to regular students and non-majors shifting to a new program.

## IV. PROCEDURE

- a. Accomplish the [Undergraduate Admission Application Form](#).

***Important: Separate application forms should be accomplished per degree program being applied for.***

- b. **For Shiftees 1 and 2, and Transferee 1 applicants**, the accomplished application form must be submitted directly to the college offering the degree program being applied for, together with all other required documents. The list of requirements and the application portal are available on the following websites:

- CAS = [https://bit.ly/UPMCAS\\_S1S2T1AppForm](https://bit.ly/UPMCAS_S1S2T1AppForm)
- CN = <https://bit.ly/UPCNShifteesTransferees2026>



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- CD = [UPCDShifteesTransferees2026](#)
- CP = <https://bit.ly/UPCPShifteesTransferees2026>
- CPH = <https://bit.ly/UPMCPHShifteesTransferees2026>

- c. **For Transferee 2 and Second Degree applicants**, the accomplished application form should be attached to the **Google Form application for Transferees** that can be accessed through: <https://bit.ly/Transferee-2> together with the following documents:
- i. Official Transcript of Records (TOR) for second-degree applicants only, or True Copy of Grades (TCG) for continuing students, complete up to the last term attended, duly authenticated and signed by the Registrar or Dean, and accompanied by the grading system of the school previously attended.
  - ii. Certification of the General Weighted Average (GWA)
  - iii. Certificate of Good Moral Character
  - iv. One (1) 2 x 2 picture
  - v. Official receipt of application fee if applicable
  - vi. Other documents required by the degree program applying to
  - vii. For Foreign applicants
    1. Application form with passport size photo
    2. Application fee in Postal Money Order (PMO) USD \$30 or Manager's check USD \$30
    3. True Copy of Grades (for undergraduate applicants)
    4. Official Transcript of Record ( for second degree applicants )
    5. Applicants whose previous school used a language other than English as the medium of instruction are required to submit TOEFL results with any of the following minimum scores: 500 (paper-based), 173 (computer-based), or 61 (internet-based test [iBT]); or an IELTS score of at least 5.5.
    6. Applicants with a gap in enrollment are required to submit a Certificate of Non-Enrollment indicating the specific semester and academic year during which they were not enrolled.
- d. For applicants not covered by the Free Tuition Law (e.g. Second degree applicants, foreign applicants), the application fee should be paid at the UP Manila Cashier's Office or through online banking and the copy of the Official Receipt should also be attached to the application portal.

## V. PAYMENT INSTRUCTIONS

- A. Online payment instructions through:

### **LANDBANK:**

1. Go to the Linkbiz portal <https://www.lbp-eservices.com/egps/portal/index.jsp>
- 2.) Click "Pay Now" and Select Merchant: **University of the Philippines Manila**
- 3.) Select the Transaction Type **Application Fee** from the dropdown menu
- 4.) Fill-out the required fields:
  - a. Amount: **Php100.00** for second degree Filipino Citizen applicants; and **30US dollars** for foreign applicants (Philippine Peso conversion depends on the daily dollar to peso rate)
  - b. College or Unit: **Office of the University Registrar**
  - c. Account Code: UPM-OUR-ST2026
  - d. SAIS No.: Please write "0"
  - e. Bank Account Number: 0591-0558-52



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- 5.) Email the receipt to the Cashier's Office at [upm-cash@up.edu.ph](mailto:upm-cash@up.edu.ph) and copy furnished the [upm-our@up.edu.ph](mailto:upm-our@up.edu.ph).
- 6.) Attached the proof of payment to the Shiftee/Transferee application link upon submission of your application

#### **GCASH:**

- 1.) Open your GCash app and go to **Bills**
- 2.) Go to Schools and Select **UP Manila**
- 3.) Amount: **Php100.00** for second degree Filipino Citizen applicants; and **30US dollars** for foreign applicants (Philippine Peso conversion depends on the daily dollar to peso rate)
- 4.) Fill-out the required information:
  - a. Select the Transaction Type **Application Fee** from the dropdown menu
  - b. Enter **OUR** as the reference number
- 5.) Email the receipt to the Cashier's Office at [upm-cash@up.edu.ph](mailto:upm-cash@up.edu.ph) and copy furnished the [upm-our@up.edu.ph](mailto:upm-our@up.edu.ph).
6. Attached the proof of payment to the Shiftee/Transferee application link upon submission of your application

#### **B. Over the counter Payment**

1. Proceed to the UP Manila Cashier's Office for the payment
2. Amount: **Php100.00** for second degree Filipino Citizen applicants; and **30US dollars** for foreign applicants (Philippine Peso conversion depends on the daily dollar to peso rate)
3. Attached the proof of payment to the Shiftee/Transferee application link upon submission of your application

## **VI. RETURN SERVICE AGREEMENT**

The Colleges of Nursing, Dentistry, Public Health, Pharmacy, Allied Medical Professions, and Medicine are covered by the **Return Service Agreement (RSA)**.

The **RSA is an absolute admission requirement** for the accepted applicants to the abovementioned colleges. The agreement states that a return service of 2 years should be completed within 4 years from graduation for graduates of the baccalaureate, and DDM programs; of 3 years within 5 years from graduation for graduates of the MD program; and of 5 years within 10 years from graduation for the graduates of the UPCM Regionalization Program.

## **VII. RELEASE OF RESULTS**

Accepted applicants will be notified/contacted as soon as the colleges submit the final list of accepted applicants and may enroll during the registration period for the First Semester AY 2026-2027.

**For S1 and S2 application:** All applicants, whether accepted or not, shall be notified by their respective Colleges. Accepted applicants shall be issued a Notice of Acceptance by the College.

**For T1 application:** All applicants, whether accepted or not, shall be notified by their respective Colleges. Accepted applicants shall receive a Notice of Provisional Acceptance from the College. Upon submission of the Transfer Permit by the accepted applicant, the OUR shall issue a Provisional Admission Slip. The admission process shall be completed, and the provisional status lifted, upon submission of the required transfer credentials.



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**For T2 and Second Degree application:** All applicants, whether accepted or not, shall be notified by their respective Colleges. Accepted applicants shall receive a Notice of Provisional Acceptance from the College. the OUR shall issue a Provisional Admission Slip. The admission process shall be completed, and the provisional status lifted, upon submission of the required transfer credentials.

*-Office of the University Registrar/May 2026*