

**CHECKLIST OF REQUIREMENTS FOR APPLICATION  
FOR READMISSION FROM AWOL/LOA**

**Attention: Students applying  
for Midyear 2020 and 1<sup>st</sup> Semester 2020-2021**

**Deadline: 18 May 2020**

**Please read carefully:**

- 1) For online submission: Signature of Program Adviser and/or Division Chair on the letter, timetable and Program of Study are not needed. Endorsement of Program Adviser and Concerned Division Chair will be done online.  
For manual submission, the Office of the College Secretary will forward the documents to the Program Adviser and Concerned Division Chair.  
**Please submit ALL the necessary documents as incomplete submissions will not be processed.**
- 2) Since the staff do not have access to records (they are not allowed to bring documents out of the office), **they may ask the student for supporting documents such as Certificate of Equivalency, Substitution forms, Advance Credit** (if applicable) so that they can process and evaluate the papers accordingly.
- 3) Please be reminded that submitted documents are subject for verification. Submission of spurious or tampered documents is considered an offense.
- 4) For more information, visit the College website:  
<https://educ.upd.edu.ph/resources/>. Send your inquiries to the **Office of the College Secretary: educosec.updiliman@up.edu.ph**

**REQUIREMENTS**

- A letter of appeal addressed to College Secretary, Dr. Jaclyn Marie L. Cauyan (with contact # and email address) (Note: Endorsement will be done online)
- An accomplished Program of Study/ Curriculum Checklist [*download form from College website: <https://bit.ly/upcedmaedpos> (MAEd), <https://bit.ly/upcedphdpos> (PhD)]*]
- In lieu of their most recent TCG, a print-out/screenshot of grades from CRS (saved as a Word/PDF file)

**Office of the College Secretary  
Room 104  
College of Education  
Benitez Hall, Roxas Avenue  
Diliman, Quezon City**