



PERMIT TO SHIFT TO ANOTHER DEGREE/ MAJOR FIELD

Document Code QF-OUR-02 Revision Number 0
Effectivity April 30, 2018

For OUR use
Date Received:
Student ID No.:

Name: Family Name Given Name Middle Name Maiden Name (if applicable)

Term: ( ) 1st Semester ( ) 2nd Semester ( ) Midyear School Year: 20 - 20

Endorsed (for UGS only): Guidance Counselor Date

Table with columns for Admitting and Releasing College/Academic Institute, Degree/Major Field, Signature Over Printed Name, and Action (Recommended/Not Recommended/Approved/Disapproved).

Evaluated and Recorded: Registrar Date

OUR Copy



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ADMITTING COLLEGE/ ACADEMIC INSTITUTE Copy



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STUDENT Copy

**General Instruction when processing your Permit to Shift to Another Degree/Major Field:**

1. Secure a PERMIT TO SHIFT TO ANOTHER DEGREE/MAJOR FIELD form at the Office of the University Registrar (OUR).
  2. Fill out the PERMIT TO SHIFT TO ANOTHER DEGREE/MAJOR FIELD form properly.
  3. Seek endorsement from the Office of the Student Services (for Undergraduate Students only).
  4. Proceed to the ADMITTING COLLEGE/ACADEMIC INSTITUTE for the approval of the Department Chairperson and Dean/Director.
  5. Seek approval/recommendation by the Department Chairperson and Dean/Director of the RELEASING COLLEGE/ACADEMIC INSTITUTE.
  6. Pay processing fee- for Undergraduate Students P50.00, for Graduate School/Open University Students P100.00
  7. Submit processed form to the OUR together with the Official Receipt of payment for evaluation and recording.
  8. Claim the Student and College/ Academic Institute Copy of the APPROVED PERMIT TO SHIFT TO ANOTHER DEGREE/MAJOR FIELD form on the scheduled date.
  9. Submit the College/ Academic Institute Copy of the APPROVED PERMIT TO SHIFT TO ANOTHER DEGREE/MAJOR FIELD form on the scheduled date of Pre-Registration.
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