



APPLICATION FOR ACCREDITATION OF SUBJECTS
SHIFTEES AND REGULAR STUDENTS

REQUIREMENTS:

1. Application for Accreditation of Subject/s Form
2. Curriculum Sheet used upon admission in PUP
3. Informative Copy of Grades
4. Approved Shifting form for Shiftee

PROCEDURE:

1. Fill out this AAS Form properly.
2. Proceed to respective Department offering the subject you are requesting for accreditation and have it approved by the Chairperson.
3. Proceed to the office of Admission Services, Ground Floor, West Wing for signature of the Chief of OAS.
4. Proceed to Window 14 of the Office of the University Registrar Ground Floor, South Wing for approval and signature of the Assistant University Registrar.
5. After the approval of the AUR, proceed to Records Evaluation and Accreditation Section and look for your respective Evaluator for tagging of the accredited subjects.

Date

Dean, College of:

Sir/Madam:

May I, _____, _____, with _____
(Lname, Fname, M.I.) (Course/Year & Section) (Student No.)
respectfully request for the transfer of credit of the subjects I took from _____ as follows:
(Name of College)

SUBJECTS TAKEN:					SUBJECT(S) IN YOUR CURRENT CURRICULUM			
SEM/SY	Code	Subject Title	Grade	Units	Code	Subject Title	Units	College Dean/Chairperson Approval (Signature over Printed Name)
TOTAL NO. OF UNITS:					TOTAL NO. OF UNITS:			

Attached herewith is the Informative Copy of Grades for your reference.

Thank you very much.

Very truly yours,

Signature above printed name

Recommending Approval:

Approved by:

Acknowledged by:

Chief, Admission Office

Assistant University Registrar

REAS Staff