



## 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 Shifttee

**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, Rothlehner Bldg. for signature of the Branch OAS.
4. Proceed to the Branch Registrar Ground Floor, Rothlehner Bldg. for approval and signature of the Branch Registrar.
5. After the approval of the BR, proceed to Records Evaluation and Accreditation Section and look for your respective Evaluator for tagging of the accredited subjects.

**accredited subjects.**

---

**Date**

**DEMELYN E. MONZON**  
Academic Head, Quezon City Branch

**Sir/Madam:**

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

[illegible]

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: \_\_\_\_\_

**Approved by:**

**Acknowledged by:**

**In-Charge, Admission Office**

Branch Registrar

Office of the University Registrar, PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016  
Direct Line: 335-1752 | Trunk Line: 335-1787 or 335-1777 local 285 or 389  
Website: [www.pup.edu.ph](http://www.pup.edu.ph) | Email: [registraroffice@pup.edu.ph](mailto:registraroffice@pup.edu.ph)



# THE COUNTRY'S 1<sup>st</sup> POLYTECHNIC

ISO 9001:2015 CERTIFIED  
CERTIFICATE NUMBER: SCP00004130