Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
OPEN UNIVERSITY SYSTEM

APPLICATION FOR SHIFTING

Date _____

DIRECTOR
Institute of Open and Distance Education

I, _____ a _____ year student at the start of _____ semester of school year _____ in the Institute of Open and Distance Education, taking up _____ am hereby applying to shift and be admitted to the degree/program stated below:

☐ BSEnt ☐ BABRC ☐ PBDIT ☐ MIT
☐ MC ☐ MEM ☐ MSCM ☐ MPA

I hereby state that I have met the requirements for admission to said course.

Very truly yours,

Signature_____
Student No. _____

SHIFTING FORM IA

RELEASE FORM

This is to certify that Mr./Ms. _____ is officially released from the Institute of Open and Distance Education for the degree program _____ for the _____semester, school year _____.

_____ _____ _____
Program Chair Institute Director Date

SHIFTING FORM IB

ACCEPTANCE FORM

This is to certify that Mr./Ms. _____ (course)_____, of the School/Department _____ has met all the requirements and is eligible to transfer to Institute of Open and Distance Education for the program _____, _____semester, school year _____.

_____ _____ _____
Program Chair Executive Director Date