



TARLAC STATE UNIVERSITY
OFFICE OF ADMISSION AND REGISTRATION
ADMISSION UNIT
 Tarlac City, Philippines

APPLICATION FORM FOR SHIFTER

(1st / 2nd / Midyear) **SEMESTER** / (3rd) **TRIMESTER** / **ACADEMIC YEAR** _____

Name: _____ To Shift to New Course in: _____
 Former Course: _____ Major in: _____
 Year & Section: _____ College: _____

DEAN: _____

COLLEGE: _____

This University

_____ **Date**

Dear Sir/Madam:

I, Mr. / Ms. _____ hereby apply as
(Last Name, First Name, Middle Name)

_____ in your College, preferably in the Course _____
(APPLICANT TYPE) **(COURSE APPLIED FOR)**

attached herewith are the pertinent documents for your consideration and approval.

Request that I be allowed to shift of course in your College due to the below-mentioned/following reason/s:

Attached is my recent Report of Grades and Evaluation of Record this trimester/semester/midyear from my previous college.

(APPLICANT SIGNATURE OVER PRINTED NAME)

Student Number: _____

ACTION TAKEN:

APPROVED

DISAPPROVED

FOR RELEASE:

FOR ACCEPTANCE:

Dean (Current Course)

Dean (New Course Applied for)

Requirements:

1. Report of Grades
2. Counselor's Report (All College: Guidance and Counseling Center)

FOR APPROVED

Director, SAS

Note: Failure to return the approved application form for shifting to the admissions unit will mean non-changing of old course to new course from the system.