



GUIDELINES FOR SHIFTERS/TRANSFEREES

The College of Science accepts shifters or transferees in the following programs:

- B.Sc. Biology (major in Medical, Environmental or Industrial Biology)
- B.Sc. Microbiology
- B.Sc. Applied Physics major in Instrumentation
- B.Sc. Applied Mathematics major in Actuarial Science
- B.Sc. Data Science and Analytics
- B.Sc. Psychology

Submission of Documents

The applicant must have completed at least ONE (1) year in college (2nd year standing) prior to shifting or transferring, and must present the following:

- a. Letter of Intent addressed to the Dean
PROF. REY DONNE S. PAPA, Ph.D.
Dean, College of Science
University of Santo Tomas
- b. Temporary transcript of records duly certified by the University/College Registrar, showing at least 2 semesters of academic work
- c. Copy of Certificate of Good Moral Character from the Office of Student Affairs, Dean/Principal or Guidance Office

All files must be submitted as email attachments (as pdf files) to ustscience@ust.edu.ph Subject: Shifting / Transferring to BS <name of program> <Last Name>, <First Name>

Screening of Grades

- a. The applicant should have no failure, no incomplete, no evidence of dropped subject.
- b. The general weighted average should be 1.75 (Psychology) & 2.25 or 85% (for other programs)
- c. There should be no grade lower than 2.25 or 80% in the academic subjects
- d. The applicant for BS Psychology will repeat all technical courses taken (if applicable)
- e. Applicant will be notified by email **within 5 working days** upon submission





University of Santo Tomas
COLLEGE OF SCIENCE
Office of the Dean



Qualifying Examination

The applicant whose records are acceptable based on the above criteria shall be given a referral letter by the Office of the Dean addressed to the Office of Student Affairs, Office of the Secretary General and the Office of Admissions, requesting that the applicant be scheduled for the Qualifying Examination for Shifters and Transferees (QUEST). Please wait for further instructions from the Office of Admissions regarding the administration of QUEST given the current situation.

Availability of Slots

The final acceptance of the applicant **depends on the availability of slots**. If slots are available in the program applied for, and the applicant is found acceptable based on the result of the qualifying exam, he/she shall be interviewed by a committee convened by the Dean for this purpose.

Policy on Student Retention

An applicant who is finally admitted need to sign the Probation Form for Shifters/Transferees, signifying his/her agreement to being on probation for one-year subject to the college or university policies on student retention.

