

APPLICATION PROCEDURES

(FOR GRADUATE STUDIES - FOREIGN/DUAL CITIZEN APPLICANTS)

STEP 1: APPLICATION

- CREATE YOUR ADMISSION PORTAL ACCOUNT AT www.dlsud.edu.ph/aboutAdmissionsPortal.htm.
- FILL OUT THE NECESSARY FIELDS TO GENERATE YOUR APPLICATION FORM.
- UPLOAD ALL THE PRE-ADMISSION REQUIREMENTS:
 - 2X2 COLORED I.D. PICTURE WITH WHITE BACKGROUND
 - PSA-ISSUED BIRTH CERTIFICATE
 - LATEST FITNESS TO STUDY MEDICAL CERTIFICATE (FOR APPLICANTS WITH DECLARED DISABILITY)

STEP 2: EVALUATION OF CREDENTIALS

- EMAIL YOUR OFFICIAL **TRANSCRIPT OF RECORDS, APPLICATION LETTER, ACCOMPLISHED APPLICATION FORM** TO YOUR RESPECTIVE GRADUATE STUDIES (GS) DIRECTORS/PROGRAM REPRESENTATIVES USING THE EMAIL SUBJECT LINE “GS Applicant Term __, A.Y. __”.
 - COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY GS: cbaagsdirector@dlsud.edu.ph; cbaagssecretary@dlsud.edu.ph
 - COLLEGE OF EDUCATION GS: coegsdirector@dlsud.edu.ph; coegssecretary@dlsud.edu.ph
 - COLLEGE OF SCIENCE AND COMPUTER STUDIES GS: cscsgsdirector@dlsud.edu.ph; cscsgssecretary@dlsud.edu.ph
 - COLLEGE OF ENGINEERING, ARCHITECTURE, AND TECHNOLOGY GS: ceatgsdirector@dlsud.edu.ph; ceatgssecretary@dlsud.edu.ph
 - COLLEGE OF CRIMINAL JUSTICE EDUCATION GS: ccjegsdirector@dlsud.edu.ph; ccjsgssecretary@dlsud.edu.ph
 - COLLEGE OF LIBERAL ARTS AND COMMUNICATION GS: clacgsdirector@dlsud.edu.ph; clacgssecretary@dlsud.edu.ph
 - SCHOOL OF GOVERNANCE, PUBLIC SERVICE, AND CORPORATE LEADERSHIP: sgpscldirector@dlsud.edu.ph; sgpsclsecretary@dlsud.edu.ph
- YOU WILL UNDERGO AN INTERVIEW BASED ON THE SCHEDULE PROVIDED BY THE GS DIRECTOR OR PROGRAM REPRESENTATIVE.
- EMAIL THE FOLLOWING DOCUMENTARY REQUIREMENTS TO iso@dlsud.edu.ph:
 - CERTIFICATE OF GOOD MORAL CHARACTER
 - TRANSCRIPT OF RECORDS
 - PASSPORT/ACR OR I-CARD
 - STUDENT VISA OR SSP USED IN THE PREVIOUS SCHOOL
 - VISA
 - PROOF OF DUAL CITIZENSHIP (FOR DUAL CITIZEN APPLICANTS)
- WAIT FOR FURTHER ADVISE FROM THE ISO REPRESENTATIVE.
- APPLICANT WILL BE ENDORSED BACK TO THE CENTER FOR STUDENT ADMISSIONS (CSA) UPON SUCCESSFUL EVALUATION OF SUBMITTED CREDENTIALS.
- THE APPLICANT WILL BE ENDORSED TO THE LANGUAGE LEARNING CENTER (LLC) FOR ENGLISH PROFICIENCY ASSESSMENT. AFTER THE ASSESSMENT, THE APPLICANT WILL BE ENDORSED AGAIN TO THE CENTER FOR STUDENT ADMISSIONS INDICATING THE APPLICANT'S LEVEL OF ENGLISH PROFICIENCY. THE UNIVERSITY DIRECTLY ADMITS FOREIGN STUDENT APPLICANTS WITH **B2 LEVEL** USING THE **CEFR MODEL**. APPLICANTS WHOSE PROFICIENCY LEVEL DOES NOT MEET THE ADMISSION STANDARDS SHALL BE REQUIRED TO TAKE THE ENGLISH PROFICIENCY LANGUAGE PROGRAM.
- CHECK THE ADMISSIONS PORTAL AND/OR REGISTERED EMAIL ADDRESS WITHIN THREE (3) WORKING DAYS FOR FURTHER INSTRUCTIONS.

STEP 3: EXAMINATION

- PAY THE **NON-REFUNDABLE** AND **NON-TRANSFERABLE** EXAMINATION FEE OF **PHP850.00** THROUGH THESE PAYMENT CHANNELS:
 - ONSITE PAYMENT AT THE UNIVERSITY CASHIER (TRANSACTION IS UNTIL 3:00 P.M. ONLY)
 - PRINT THE PAYMENT SLIP THROUGH DLSU-D ADMISSION PORTAL TO BE PRESENTED TO THE CASHIER'S WINDOW.
 - DLSU-D BUx
 - ACCESS HERE AT <https://app.bux.ph/dlsud>.
 - USE YOUR APPLICATION NUMBER (FOR NON-DLSU-D APPLICANTS) OR STUDENT NUMBER (FOR DLSU-D STUDENT ENROLLED FOR AT LEAST ONE SEMESTER) AS YOUR PAYMENT REFERENCE NUMBER.
- UPLOAD THE OFFICIAL RECEIPT IN THE DLSU-D ADMISSIONS PORTAL. (**NOTE: FAILURE TO UPLOAD THE OFFICIAL RECEIPT WILL NOT BE ABLE TO SECURE AN EXAMINATION SCHEDULE.**)
- CHECK YOUR DLSU-D ADMISSION PORTAL ACCOUNT WITHIN TWO (2) DAYS FOR THE EXAMINATION DETAILS AND INSTRUCTIONS.
- TAKE THE DLSU-D STUDENT ADMISSION TEST FOR GRADUATE STUDIES (DSAT-GS).
- ACCESS DSAT RESULTS THROUGH DLSU-D ADMISSION PORTAL AFTER SEVEN (7) WORKING DAYS.

STEP 4: PROCESSING FEE PAYMENT

- PAY THE **NON-REFUNDABLE** AND **NON-TRANSFERABLE** PROCESSING FEE OF **PHP5,000.00**. (REFER TO STEP 3 FOR AVAILABLE PAYMENT CHANNELS)
- UPLOAD THE OFFICIAL RECEIPT IN THE DLSU-D ADMISSIONS PORTAL. (**NOTE: FAILURE TO UPLOAD THE OFFICIAL RECEIPT WILL DEFER THE CONFIRMATION OF SLOT.**)
- CHECK YOUR DLSU-D ADMISSION PORTAL ACCOUNT WITHIN FIVE (5) DAYS FOR CONFIRMATION UPDATES.

STEP 5: ENROLLMENT

- SUBMIT THE FOLLOWING DOCUMENTS TO THE CENTER FOR STUDENT ADMISSIONS (CSA) DURING THE DESIGNATED SCHEDULE. SCAN THE QR CODE ON THE RIGHT TO SEE THE LIST OF DOCUMENTARY REQUIREMENTS.
- COMMUNICATE WITH YOUR RESPECTIVE GS DIRECTORS/PROGRAM REPRESENTATIVES FOR PROPER ACADEMIC ADVISING BEFORE PROCEEDING TO ONLINE ENROLLMENT.

DOCUMENTARY REQUIREMENTS



SCAN TO APPLY



- 📍 Ayuntamiento De Gonzales, De La Salle University - Dasmariñas, DBB - B, Dasmariñas, Cavite, Philippines, 4115
- ☎ Cavite Line: +63 (46) 481-1900 | Manila Line: +63 (2) 8779-5180 | Local Line: (3030)
- 🏢 DLSU-Dasmariñas Center for Student Admissions
- 📧 dlsudadmissions
- ✉ admission@dlsud.edu.ph



DE LA SALLE UNIVERSITY - DASMARIÑAS
**CENTER FOR
STUDENT
ADMISSIONS**