

ADMISSIONS PROCEDURES

(FOR GRADE 11 AND FRESHMAN - FILIPINO APPLICANTS)

STEP 1: APPLICATION

- CREATE YOUR ADMISSION PORTAL ACCOUNT 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
 - ACCOMPLISHED DLSU-D DECLARATION FORM (DOWNLOADABLE THROUGH DLSU-D ADMISSIONS PORTAL)
 - LATEST FITNESS TO STUDY MEDICAL CERTIFICATE (FOR APPLICANTS WITH DECLARED DISABILITY)

STEP 2: VALIDATION

- CHECK YOUR APPLICATION STATUS VIA DLSU-D ADMISSION PORTAL WITHIN THREE (3) WORKING DAYS.

STEP 3: EXAMINATION

- PAY THE **NON-REFUNDABLE AND NON-TRANSFERABLE** APPLICATION FEE OF **PHP1,000.00** 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 dlsud.edu.ph/offices/financebux.htm.
- 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 THREE (3) DAYS FOR THE EXAMINATION DETAILS AND INSTRUCTIONS.
- TAKE THE DLSU-D STUDENT ADMISSION TEST (DSAT).

STEP 4: DELIBERATION

- ACCESS DSAT RESULTS THROUGH DLSU-D ADMISSION PORTAL AFTER SEVEN (7) WORKING DAYS.

STEP 5: CONFIRMATION

- SELECT YOUR FINAL PREFERRED PROGRAM THROUGH DLSU-D ADMISSION PORTAL.
- PAY THE **NON-REFUNDABLE AND NON-TRANSFERABLE** CONFIRMATION FEE OF **PHP4,500.00**. (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 THE SLOT)**
- CHECK YOUR DLSU-D ADMISSION PORTAL ACCOUNT WITHIN FIVE (5) DAYS FOR CONFIRMATION UPDATES.

STEP 6: ENROLLMENT

- SUBMIT THE FOLLOWING DOCUMENTS TO THE CENTER FOR STUDENT ADMISSIONS (CSA) DURING THE DESIGNATED SCHEDULE. SCAN THE QR CODE TO SEE THE LIST OF DOCUMENTARY REQUIREMENTS.
- FOLLOW THE ENROLLMENT SCHEDULE AND PROCEDURES.

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**

ADMISSIONS PROCEDURES

(FOR GRADE 11 AND FRESHMAN - 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
 - PASSPORT/ACR OR I-CARD BEARING THE HOLDER'S INFORMATION
 - ACCOMPLISHED DLSU-D RECOMMENDATION FORM (DOWNLOADABLE THROUGH DLSU-D ADMISSIONS PORTAL)
 - LATEST FITNESS TO STUDY MEDICAL CERTIFICATE (FOR APPLICANTS WITH DECLARED DISABILITY)

STEP 2: VALIDATION

- 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 **B1 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** APPLICATION FEE OF **PHP2,500.00** 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 dlsud.edu.ph/offices/financebux.htm.
 - BANK WIRE TRANSFER (FOR FOREIGN APPLICANTS STUDYING ABROAD ONLY)
 - BANK: **BANK OF THE PHILIPPINE ISLANDS (BPI)**
 - ACCOUNT NAME: **DE LA SALLE UNIVERSITY DASMARIÑAS**
 - ACCOUNT NUMBER: **0961 004 144**
 - BRANCH : **E. AGUINALDO HIWAY**
 - BANK ADDRESS: **DASMARIÑAS CITY, CAVITE**
 - SWIFT CODE: **BOPIPHMM**
- 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 THREE (3) DAYS FOR THE EXAMINATION DETAILS AND INSTRUCTIONS.
- TAKE THE DLSU-D STUDENT ADMISSION TEST (DSAT).

STEP 4: DELIBERATION

- ACCESS DSAT RESULTS THROUGH DLSU-D ADMISSION PORTAL AFTER SEVEN (7) WORKING DAYS.

STEP 5: CONFIRMATION

- SELECT YOUR FINAL PREFERRED PROGRAM THROUGH DLSU-D ADMISSION PORTAL.
- PAY THE **NON-REFUNDABLE** AND **NON-TRANSFERABLE** CONFIRMATION FEE OF **PHP4,500.00**. (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 6: ENROLLMENT

- SUBMIT THE FOLLOWING DOCUMENTS TO THE CENTER FOR STUDENT ADMISSIONS DURING THE DESIGNATED SCHEDULE. SCAN THE QR CODE ON THE RIGHT TO SEE THE LIST OF DOCUMENTARY REQUIREMENTS.
- FOLLOW THE ENROLLMENT SCHEDULE AND PROCEDURES.

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**

APPLICATION PROCEDURE

(FOR TRANSFEREES AND SECOND COURSE TAKERS)

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
 - OFFICIAL TRANSCRIPT OF RECORDS
 - DIPLOMA (FOR SECOND COURSE TAKERS ONLY)
 - LATEST FITNESS TO STUDY MEDICAL CERTIFICATE (FOR APPLICANTS WITH DECLARED DISABILITY)
- EMAIL YOUR DLSU-D APPLICATION FORM, OFFICIAL TRANSCRIPT OF RECORDS, PSA-ISSUED BIRTH CERTIFICATE, AND 2X2 I.D. PICTURE AT csa_application@dlsud.edu.ph.

STEP 2: ADMISSION INTERVIEW

- UNDERGO AN INTERVIEW. THE INTERVIEW SCHEDULE AND INSTRUCTIONS WILL BE ADMINISTERED BY THE COLLEGE ASSOCIATE DEAN/PROGRAM REPRESENTATIVE CONCERNED.
- AFTER THE INTERVIEW, THE APPLICANTS WILL BE ENDORSED TO THE FOLLOWING:
 - **2.1 FILIPINO APPLICANTS** WILL BE ENDORSED BACK TO THE CENTER FOR STUDENT ADMISSIONS (CSA) AND MUST CHECK THE DLSU-D ADMISSION PORTAL WITHIN FIVE (5) WORKING DAYS FOR FURTHER INSTRUCTIONS.
 - **2.2 FOREIGN APPLICANTS** WILL BE ENDORSED TO INTERNATIONAL STUDENT OFFICE (ISO) FOR FURTHER INSTRUCTIONS AND WILL BE ADVISED TO SEND THE FOLLOWING DOCUMENTS 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)
 - APPLICANT WILL BE ENDORSED BACK TO THE CENTER FOR STUDENT ADMISSIONS (CSA) INDICATING THE ADMISSION STATUS AND DECLARED CITIZENSHIP. CHECK THE REGISTERED EMAIL ADDRESS WITHIN TWO (2) DAYS FOR FURTHER INSTRUCTIONS.
 - WILL BE ENDORSED TO LANGUAGE LEARNING CENTER (LLC) FOR ENGLISH PROFICIENCY ASSESSMENT.
 - APPLICANT WILL BE ENDORSED BACK TO THE CENTER FOR STUDENT ADMISSIONS INDICATING THE LEVEL OF ENGLISH PROFICIENCY. CHECK THE REGISTERED EMAIL ADDRESS WITHIN THREE (3) DAYS FOR FURTHER INSTRUCTIONS.

STEP 3: EXAMINATION

- PAY THE **NON-REFUNDABLE** AND **NON-TRANSFERABLE** EXAMINATION FEE OF **PHP600.00** (FOR FILIPINO APPLICANTS ONLY) OR **USD15.00** (FOR FOREIGN APPLICANTS ONLY) 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 dlsud.edu.ph/offices/financebux.htm.
 - 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 (DSAT).

STEP 4: DELIBERATION

- ACCESS DSAT RESULTS THROUGH DLSU-D ADMISSION PORTAL AFTER SEVEN (7) WORKING DAYS.

STEP 5: CONFIRMATION

- SELECT YOUR FINAL PREFERRED PROGRAM THROUGH DLSU-D ADMISSION PORTAL.
- PAY THE **NON-REFUNDABLE** AND **NON-TRANSFERABLE** APPLICATION/PROCESSING FEE AND CONFIRMATION FEE FOR THE FOLLOWING:
 - **FILIPINO APPLICANTS:** APPLICATION/PROCESSING FEE OF **PHP500.00** AND CONFIRMATION FEE OF **PHP3,500.00**.
 - **FOREIGN APPLICANTS:** APPLICATION/PROCESSING FEE OF **PHP3,500.00 (USD60.00)** AND CONFIRMATION FEE OF **PHP3,500.00**. (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 6: 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.

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

APPLICATION PROCEDURE

(FOR GRADUATE STUDIES - FILIPINO 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**, and other requirements 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; ccjegssecretary@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 FROM THE SCHEDULE PROVIDED BY THE GS DIRECTOR OR PROGRAM REPRESENTATIVE.
- CHECK YOUR DLSU-D ADMISSIONS PORTAL FOR UPDATES REGARDING YOUR APPLICATION WITHIN TWO (2) WORKING DAYS.

STEP 3: EXAMINATION

- PAY THE **NON-REFUNDABLE AND NON-TRANSFERABLE** EXAMINATION FEE OF **PHP600.00** 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 dlsud.edu.ph/offices/financebux.htm.
 - 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 **PHP500.00**. (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 ADMISSONS (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.

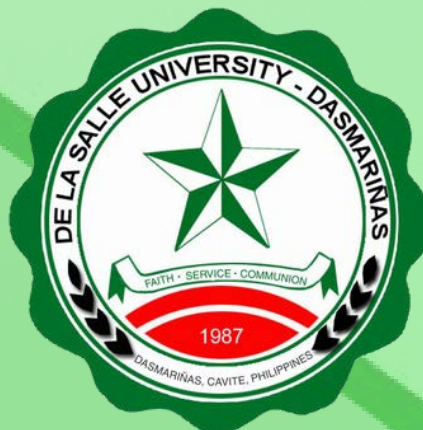
DOCUMENTARY REQUIREMENTS



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)
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- 📧 dlsudadmissions
- ✉ admission@dlsud.edu.ph



DE LA SALLE UNIVERSITY - DASMARIÑAS
CENTER FOR STUDENT ADMISSIONS

APPLICATION PROCEDURE

(FOR CERTIFICATE PROGRAM - FILIPINO 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, and other requirements** to your respective program representatives using the email subject line “CTP/CVE/CRE Applicant Term __, A.Y. __”.
 - CERTIFICATE IN TEACHING PORGRAM: cmpadilla@dlsud.edu.ph; mtbaja@dlsud.edu.ph
 - CERTIFICATE IN RELIGIOUS/VALUES EDUCATION PROGRAM: gmgatdula@dlsud.edu.ph; fycagas@dlsud.edu.ph
- YOU WILL UNDERGO AN INTERVIEW BASED FROM THE SCHEDULE PROVIDED BY THE GS DIRECTOR OR PROGRAM REPRESENTATIVE.
- CHECK YOUR DLSU-D ADMISSIONS PORTAL FOR UPDATES REGARDING YOUR APPLICATION WITHIN TWO (2) WORKING DAYS.

STEP 3: PROCESSING FEE PAYMENT

- PAY THE **NON-REFUNDABLE AND NON-TRANSFERABLE** PROCESSING FEE OF **PHP500.00**.
 - 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 DLSUD.EDU.PH/OFFICES/FINANCEBUX.HTM
 - 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 DEFER ENROLLMENT.)**
- CHECK YOUR DLSU-D ADMISSION PORTAL ACCOUNT WITHIN FIVE (5) DAYS FOR FURTHER INSTRUCTIONS AND GUIDELINES FOR THE REQUIRED DOCUMENTS.

STEP 4: PROCESSING FEE PAYMENT

- PAY THE **NON-REFUNDABLE AND NON-TRANSFERABLE** PROCESSING FEE OF **PHP500.00**.(REFER TO STEP 3 FOR AVAILABLE PAYMENT CHANNELS)
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- COMMUNICATE WITH YOUR RESPECTIVE PROGRAM REPRESENTATIVES FOR PROPER ACADEMIC ADVISING BEFORE PROCEEDING TO ONLINE ENROLLMENT.

DOCUMENTARY REQUIREMENTS



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