

APPLICATION PROCEDURES

(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 TO YOUR RESPECTIVE GRADUATE STUDIES (GS) DIRECTORS/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 <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 DEFER ENROLLMENT.)**
- CHECK YOUR DLSU-D ADMISSION PORTAL ACCOUNT WITHIN FIVE (5) DAYS FOR FURTHER INSTRUCTIONS AND GUIDELINES FOR THE REQUIRED DOCUMENTS.

STEP 4: 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 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**