

# 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](http://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](mailto: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 <https://app.bux.ph/dlsud>.
  - 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](mailto:dlsudadmissions)
- ✉ [admission@dlsud.edu.ph](mailto:admission@dlsud.edu.ph)



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