

APPLICATION PROCEDURES

(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; ccjegissecretary@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 <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 **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 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**