

APPLICATION PROCEDURES

(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.
 - APPLICANT 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 <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 (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