

# ADMISSIONS PROCEDURES

## (FOR TRANSFEREES AND SECOND COURSE TAKERS)

### STEP 1: APPLICATION

- Create your DLSU-D 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 DLSU-D application form.
- Upload all the pre-admission requirements:
  - 2"x2" colored photo with white background and name tag
  - Birth certificate / 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 to [csa\\_application@dlsud.edu.ph](mailto:csa_application@dlsud.edu.ph).

### STEP 2: VALIDATION

- 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 Admissions Portal within five (5) working days for further instructions.
  - **2.2 Foreign applicants** will be endorsed to International Students Office (ISO) for further instructions and will be advised to send the following documents 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)
- 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) working 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) working days for further instructions.

### STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable application fee of **₱1,000.00** (Filipino applicants) or **₱2,500** (foreign applicants) 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 Admissions Portal to be presented to the cashier's window.
  - **DLSU-D BUx**
    - Access here at <https://app.bux.ph/dlsud>.
- Upload the official receipt in the DLSU-D Admissions Portal. **(Note: Failure to upload the official receipt will not be able to secure a schedule for the DLSU-D Student Admissions Test.)**
- Check your DLSU-D Admissions Portal account within three (3) working days for the examination details and instructions.
- Take the DLSU-D Student Admissions Test (DSAT).

### STEP 4: DELIBERATION

- Access DSAT results through DLSU-D Admissions Portal after seven (7) working days.

### STEP 5: CONFIRMATION

- Select your final preferred program through DLSU-D Admissions Portal.
- Pay the non-refundable and non-transferable confirmation fee of **₱4,500.00**. (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 Admissions Portal account within five (5) working days for confirmation updates.

### STEP 6: ENROLLMENT






- Scan the QR code to see the list of documentary requirements.
- Submit the documentary requirements to the Office of the University Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.

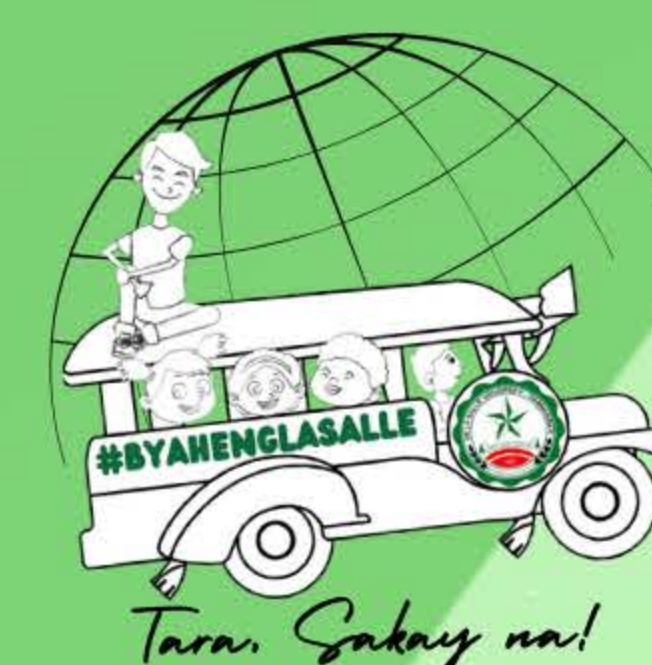
### DOCUMENTARY REQUIREMENTS



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](https://www.instagram.com/dlsudadmissions)  
 [admission@dlsud.edu.ph](mailto:admission@dlsud.edu.ph)



Tara, Sakay na!  
#GLOBALDELASALLEDASMAJOURNEY