	ADMISSIONS PROCEDURES FOR COLLEGE OF LAW	
	Document Reference: EOMS-CSA-PRC-013	Revision Number: 001
	Confidentiality Level: Public	Approval Date: September 30, 2025
	Review Cycle: Yearly	Effectivity Date: October 06, 2025

STEP 1: APPLICATION

- Create your DLSU-D Admissions Portal account through this link <https://admission.dlsud.edu.ph/admission/login.aspx> or scan the QR code
- Fill out the required fields in your admissions account and upload the following pre-admission documents:
 - Official Transcript of Records with GPA.
Note: GPA must be 86 and above (If your Transcript of Records does not display your GPA, please include a copy of your Certificate of GPA)
 - Latest 2"x2" photo with name tag and on white background
 - PSA-issued birth certificate
 - PSA-issued marriage certificate (for married female applicants only)
 - Latest Fit to Study Certificate (for applicants with a declared disability).
- Submit your online application to generate your DLSU-D application form


STEP 2: VALIDATED

- Pay the non-refundable and non-transferable **₱1,500.00** application fee.
- Click **"Proceed to Payment Portal"** (if the page does not proceed, turn off your popup blocker on your browser)
- From the Payment Portal select **"Payments"** (upper left on laptop/PC device and upper right on mobile device) then click **PAY**.
- You may choose any of the following:
 - **MAYA** (debit card and credit card)
 - **QRPH** (e-wallet and online banking)
- Check the Payment Portal for a "Paid" status after a successful payment.

STEP 3: EXAMINATION

- Check the Admissions Portal to view your official LAT schedule. Kindly secure a copy of your assigned schedule, as this will serve as your official test permit.
- The LAT is offered in two modalities, online and onsite. Each scheduled test has a counterpart modality posted on the Center for Admissions website
 - **For Online Test Preparation**
 - Attend the mandatory LAT orientation, scheduled one week before the actual test. *(Applicants who failed to attend the orientation will not be allowed to take the Law Admissions Test)*
 - Ensure you have the following:
 - Stable internet connection
 - Quiet, well-lit testing environment
 - Device with a camera and microphone
 - Scanned copy of your test permit
 - **Onsite Test Preparation**
 - Bring the following on the examination day:
 - Valid government-issued ID, company ID, or school ID
 - Two sharpened No. 2 pencils with erasers
 - Face mask (if required by venue protocols)
- LAT must be taken on the assigned schedule. Failure to take the test on your assigned date will result in forfeiture of the non-refundable and non-transferable application fee.

Prepared by: (Sgd) Ms. Carolyn R. Jardiniano Associate Director, ATU	Reviewed by: (Sgd) Mr. Romano Angelico T. Ebron Director	Approved by: (Sgd) Mr. Romano Angelico T. Ebron Director
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- You may take the LAT only once per school year.
- Retaking the LAT is not permitted.

STEP 4: INTERVIEW

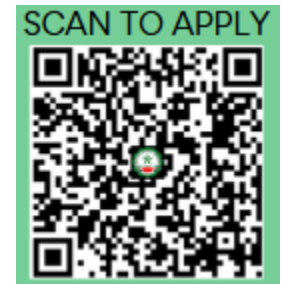
- For qualified applicants, the interview schedule will be provided via the DLSU-D Admissions Portal. Applicants will undergo an interview conducted by the College of Law Interviewing and Screening Panel.
- After the interview, check the application status via DLSU-D Admissions Portal and/or registered email address within five (5) working days.

STEP 5: CONFIRMATION

- Check the DLSU-D Admissions Portal account within three (3) working days for confirmation updates.

STEP 6: ENROLLMENT

- 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.



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