



## ADMISSIONS PROCEDURES FOR CERTIFICATE PROGRAM – INTERNATIONAL/DUAL CITIZEN APPLICANTS

Document Reference: EOMS-CSA-PRC-015	Revision Number: 001
Confidentiality Level: Public	Approval Date: February 27, 2026
Review Cycle: Yearly	Effectivity Date: March 01, 2026

### 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 at the side.
- Fill out the required fields in your admissions account and upload the following pre-admission documents:
  - Latest 2"x2" photo with name tag 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: VALIDATION

- Submit the following pre-admission requirements via email to the College of Education (COEd):
  - Accomplished DLSU-D application form (click the "Download Application" button to save a copy of your application form for your records):
    - Application Letter
    - Transcript of Records
- Use the subject line: **"CTP/CVE/CRE Applicant TERM \_\_, SY\_\_"** (e.g. **CTP Applicant TERM 1, SY 2026-2027**)
- For the Certificate in Teaching Program (CTP): Email the PFD Chair at [cmpadilla@dlsud.edu.ph](mailto:cmpadilla@dlsud.edu.ph) (please include in the cc the PFD Secretary - [mtbaja@dlsud.edu.ph](mailto:mtbaja@dlsud.edu.ph)).
- For the Certificate in Teaching Values Education Program (CVE) or Certificate in Teaching Religious Education (CRE):
  - : Email the REED Chair at [gmgatdula@dlsud.edu.ph](mailto:gmgatdula@dlsud.edu.ph) (please include in the cc the REED Secretary - [fycagas@dlsud.edu.ph](mailto:fycagas@dlsud.edu.ph)).
- After submitting the pre-admission requirements, a representative from CPGS or SGPSCL will contact you for an initial evaluation and provide further instructions.
- Only applicants who pass the initial evaluation will be eligible to proceed to the next stage of the admissions process.
- The applicant will receive an email from a Center for Student Admissions (CSA) representative with instructions to send the following documentary requirements to the International Students Office (ISO) at [iso@dlsud.edu.ph](mailto:iso@dlsud.edu.ph) within two (2) working days upon completion of the evaluation process with the CPGS or SGPSCL:
  - Accomplished DLSU – D Application Form
  - Passport, ACR I-Card Student Visa or SSP used in previous school
  - Proof of dual citizenship (for dual citizen applicants)
  - Certificate of Good Moral Character
  - Transcript of Records or Certificate of Grades from previous academic year
- Foreign student applicants or applicants with dual citizenship will be referred back to the Center for Student Admissions (CSA) with an indication of their declared citizenship and application status.
- A referral to the Language Learning Center (LLC) will also be provided for the English proficiency assessment.
  - Following the assessment, the Center for Student Admissions (CSA) will receive an updated endorsement indicating the applicant's level of English proficiency. The University directly admits foreign student applicants with B2 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.
- Updates on the application status will be provided within two (2) working days after the endorsement from ISO and LLC, through the admissions portal.

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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**STEP 3: EXAMINATION**

- Pay the non-refundable and non-transferable **₱1,000.00** 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 on 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.

**Note:** *“If the payment process does not suit your convenience, please use the alternative option.”*

- Bills Payment (via online banking apps or over-the-counter bank transaction)
- Bank: Union Bank (Merchant name: DLSU-Dasmariñas)

**STEP 4: DELIBERATION**

- Exempted from DLSU-D Student Admissions Test for Certificate Program (DSAT-CTP).

**STEP 5: CONFIRMATION**

- 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.



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