

ADMISSIONS PROCEDURES

FOR CERTIFICATE PROGRAM – FILIPINO APPLICANTS

STEP 1: APPLICATION

- Apply for admission to DLSU-D through the DLSU-D Admissions Portal:
<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:
 - 2"x2" colored photo with white background and name tag
 - PSA-issued birth certificate
 - PSA-issued marriage certificate (for married female applicants)
- Submit your online application to generate your DLSU-D application form.

SCAN TO APPLY!



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 OR CVE TERM 2, AY24-25"
- For the **Certificate in Teaching Program (CTP)**:
 - Email the PFD Chair at cmpadilla@dlsud.edu.ph (please include in the cc the PFD Secretary - mtbaja@dlsud.edu.ph).
- For the **Certificate in Teaching Values Education Program (CVE)**:
 - Email the REED Chair at gmgatdula@dlsud.edu.ph (please include in the cc the REED Secretary - fycagas@dlsud.edu.ph).
- After submission of the pre-admission requirements, a representative from COEd will notify the applicant for the initial evaluation and provide further instructions.
- Only applicants who pass the initial evaluation will be allowed to proceed to the next stage of the admissions process.

STEP 3: PAYMENT

- Pay the non-refundable and non-transferable application fee.
- Click on "**Proceed to Payment Portal**" to be redirected to the Payment Portal for the **Service Invoice** for the non-refundable and non-transferable application fee of **₱500.00**.
- Use the complete **Service Invoice Number** (i.e. INV2024/01/000001) under the "Invoice Number" column as your reference/subscriber number when you pay thru the following payment channels:
 - University Cashiers at Ayuntamiento De Gonzalez Building, Counters 14, 15 or 16.
 - Bills Payment with BDO, Metrobank, BPI, or Unionbank.
 - DLSU-D BUX Checkout Page ("BUX") accessible in this link: <https://app.bux.ph/DLSUD>.
- For payments made thru Bills Payment with banks or BUX, upload your proof of payment/transaction receipt in your Payment Portal. Click on "**Pay**" button under "**Payments**" tab. In the dialog box that appears, select the payment channel used when paying the application fee and upload the copy of the receipt.

STEP 4: DELIBERATION

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

STEP 5: CONFIRMATION


- Check the 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




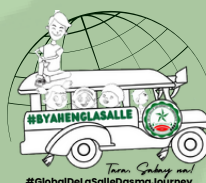
 Ayuntamiento De Gonzales, De La Salle University – Dasmariñas
DBB – B, Dasmariñas City, Cavite, Philippines 4115

 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



**CENTER FOR
STUDENT
ADMISSIONS**