



ADMISSIONS PROCEDURES FOR GRADE 11 – INTERNATIONAL/DUAL CITIZEN APPLICANTS

Document Reference: EOMS-CSA-PRC-019

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Confidentiality Level: Public

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Review Cycle: Yearly

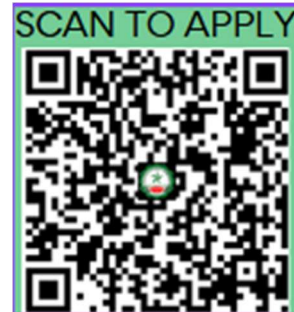
Effectivity Date: October 06, 2025

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 at the side.
- Fill out the necessary fields in your admissions account to generate your DLSU-D application form.
- Upload all the pre-admission requirements:
 - Latest 2"x2" photo with name tag on white background
 - Final Grade 10 Report Card (front and back) or the accomplished and fully signed

DLSUD Declaration Form (downloadable via the DLSU-D Admissions Portal) if the report card is unavailable.

- PSA-issued birth certificate
- Latest fitness to study Medical Certificate (for applicants with a declared disability).



STEP 2: VALIDATION

- After two (2) working days, the applicant will receive an email from a CSA representative with instructions to send the following documentary requirements to the International Student Office (ISO) at iso@dlsud.edu.ph
 - Accomplished DLSU – D Application Form
 - Certificate of Good Moral Character
 - Report Card (front and back)
 - Passport/ACR or I-card
 - Student Visa or SSP used in the previous school
 - Visa
 - Proof of dual citizenship (for dual citizen applicants)
- Wait for further advise from the ISO representative.
- Applicant will be endorsed back to the Center for Student Admissions (CSA) upon successful evaluation of submitted credentials.
- The applicant will be endorsed to the Language Learning Center (LLC) for the DLSU-D English Language Proficiency Assessment.
- After the assessment, the applicant will be endorsed again to the Center for Student Admissions indicating the applicant's level of English proficiency.

- The University directly admits foreign student applicants with B1 Level using the CEFR model. Applicants whose proficiency level does not meet the admission standards shall be required to take the DLSU-D English Language Proficiency Assessment.

- Check the DLSU-D Admissions Portal and/or registered email address within two (2) working days for further instructions.

STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱2,500.00** 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 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.

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Director

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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)
- Examination details and instructions will be available on your DLSU-D Admissions Portal within three (3) working days.
- 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 in the DLSU-D Admissions Portal.
- Pay the non-refundable and non-transferable confirmation fee of ₱6,500.00. (Refer to STEP 3 for the official payment instructions).
- Check your DLSU-D Admissions Portal account within five (5) 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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