

# ADMISSIONS PROCEDURES

FOR GRADE 11 – FILIPINO APPLICANTS

## 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 9 Report Card (front and back)
  - Final Grade 10 Report Card (front and back), or the accomplished and fully signed DLSU-D 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)

## SCAN TO APPLY!



## STEP 2: VALIDATION

- Check your application status via DLSU-D Admissions Portal within **two (2) working days**.

## STEP 3: EXAMINATION

- 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 **₱1,000.00**.
- 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.
- 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 for Grade 11 (DSAT-G11)**

## 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 channels.)
- 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 High School Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.

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**CENTER FOR  
STUDENT  
ADMISSIONS**