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)

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 <u>Service Invoice</u> 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.

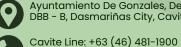
STEP 5: CONFIRMATION -

- 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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DLSU-Dasmariñas Center for Student Admissions

dlsudadmissions







