



ADMISSION GUIDELINES AND ADMISSION PROCEDURE FOR GS TRIMESTER, GRADUATE SCHOOL, CTP/CVE, AND SUSTAINABLE LEADERSHIP AND GOVERNANCE APPLICANTS TERM 1 / FIRST SEMESTER, AY 2022 – 2023

1. ONLINE APPLICATION

Register and log in to DLSU-D Admissions Portal at <https://www.dlsud.edu.ph/aboutAdmissionsPortal.htm>

Fill out the required information and upload a 2x2 colored ID picture with white background in DLSU-D Admissions Portal.

Click the “Submit” button after filling out the form to proceed.

Send an email to the Graduate School Director/Department Chair with the following attachments:

- **DLSU-D application form** (downloadable in the applicant’s Admissions Portal)
- **Application letter**
- **Copy of Official Transcript of Records**

Use the applicable email subject line based on your application category:

“GS applicant or CTP/CVE applicant – TERM 1 or FIRST SEMESTER, AY 2022-2023”

Send the email with attachments to the respective Graduate School Director/Department Chair:

- School of Governance, Public Service, and Corporate Leadership: ccfrancisco@dlsud.edu.ph
- College of Business Administration and Accountancy: jlmorta@dlsud.edu.ph
please include in the Cc the CBAA-GS Secretary – jgonzales@dlsud.edu.ph
- College of Education: msramirez@dlsud.edu.ph
please include in the Cc the COEd-GS Secretary – msabiador@dlsud.edu.ph
- College of Liberal Arts and Communication: jdmallari@dlsud.edu.ph
please include in the Cc the CLAC-GS Secretary – mbpanganiban@dlsud.edu.ph
- College of Science and Computer Studies: mfrosas@dlsud.edu.ph
please include in the Cc the CSCS-GS Secretary – cscgssecretary@dlsud.edu.ph
- College of Engineering, Architecture, and Technology: mamacawile@dlsud.edu.ph
please include in the Cc the CEAT-GS Secretary – esmendoza@dlsud.edu.ph
- College of Criminal Justice Education: esbuena@dlsud.edu.ph
please include in the Cc the CCJE-GS Secretary – ccjesecretary@dlsud.edu.ph
- Certificate in Teaching Program: cmpadilla@dlsud.edu.ph
please include in the Cc the Professional Education Dept. Secretary – mtbaja@dlsud.edu.ph
- Certificate in Teaching Values Education Program: gmgatdula@dlsud.edu.ph
please include in the Cc the Religious Education Dept. Secretary – fycagas@dlsud.edu.ph

2. ONLINE INTERVIEW

Wait for the online interview schedule. Graduate School Director/Department Chair/College Representative will email the applicant for further instructions.

After the online interview, the applicant will be endorsed back to Center for Admissions and Scholarships (CAS) indicating the admission status.

2.1 For Filipino student-applicant: will be advised to check the DLSU-D Admissions Portal account and/or registered email address within five (5) working days after the endorsement for further instructions.

2.2 For Foreign/dual citizen student-applicant: will be endorsed to the International Students Office (ISO) for important instructions and submission of the following documentary requirements:

- DLSU-D application form (downloadable in the applicant’s Admissions Portal)
- Copy of Certificate of Good Moral Character
- Copy of Transcript of Records
- Proof of dual-citizenship (for applicant with dual-citizenship, e.g. Philippine passport)
- Copy of passport/ACR or I-Card
- Copy of Student Visa or SSP used in previous school

After a successful online interview with the ISO representative, the foreign/dual citizen student-applicant will be endorsed back to Center for Admissions and Scholarships (CAS) indicating the admission status and declared citizenship. Student-applicant are advised to monitor their Admissions Portal and/or registered email address within three (3) working days for further instructions.





3. PAYMENT OF REQUIRED FEES

(At this point, the admission status of applicant in DLSU-D Admissions Portal is in "Step 4: Confirmation")

After passing the evaluation/screening and the selection of final preferred program.

Pay the NONREFUNDABLE and NONTRANSFERABLE:

₱600 fee (for Filipino student-applicant)

PHP4,000 or USD80 fee (for foreign student-applicant)

Pay through the following accredited payment channels using the applicable payment reference number:

- Application ID Number (for Non-DLSUD students, found in DLSU-D Admissions Portal)
- Student Number (for DLSU-D students enrolled for at least one semester)

List of accredited payment channels:

- BPI (through BPI online Pay Bills or OTC bills payment)
- Metrobank (through Metrobank online Pay Bills or OTC bills payment)
- UnionBank (through UnionBank online Pay Bills or OTC bills payment)
- SM Bills Payment Center (CAVITE AREA only)
- DLSU-Dasmariñas Cashier (Counters 14, 15 or 16)

Account Name:

DLSU-Dasmariñas/DLSU-D/De La Salle University - Dasmariñas

(The account number of DLSU-Dasmariñas is NOT required for Pay Bills or OTC bills payment transactions.)

4. SLOT CONFIRMATION

After completing the payment, upload the proof of payment/payment receipt immediately or within 72 hours in DLSU-D Admissions Portal so that we can process the student-applicant's slot confirmation/reservation in the admissions system. Failure to upload the proof of payment would defer slot confirmation.

Monitor the DLSU-D Admissions Portal account and/or registered email address within five (5) working days after uploading the proof of payment to confirm that the student-applicant has officially reserved a slot in the chosen program. The applicant's admission status in DLSU-D Admissions Portal will then be updated to "Step 5: Enrollment" after a successful slot reservation.

5. ONLINE ENROLLMENT

At this point, the admission status of applicant in DLSU-D Admissions Portal is in "Step 5: Enrollment". Student-applicant are advised to email their respective Graduate School Director/Department Chair/College Representative for proper academic advising before the schedule of online enrollment. Follow the enrollment schedule and the online enrollment procedure in DLSU-D Admissions Portal.

*Should you have concerns and questions, you may email us at admission@dlsud.edu.ph
For admissions-related policies, procedures, requirements, you may visit www.dlsud.edu.ph/admissions*

