



ADMISSIONS PROCEDURE FOR COLLEGE OF PROFESSIONAL AND GRADUATE STUDIES (CPGS)- FILIPINO APPLICANTS

Document Reference: EOMS-AdSO-PRC-016

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Confidentiality Level: Public

Approval Date: September 21, 2026

Review Cycle: Not Applicable

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STEP 1: APPLICATION/VALIDATION

- Create your DLSU-D Admission Portal account through this link: <https://www.dlsud.edu.ph/admissions/graduate.htm>
Note. If you have already been issued a DLSU-D Student Number, please use it as your username along with your self-assigned password to access the Admission Portal.
- Fill out the necessary files in your admission accounts to generate your DLSU-D application form.
- Upload all pre-admission requirements:
 - Valid Identification Card** (current School ID or any government-issued ID, such as a Passport, National ID/PhilSys ID, Postal ID, Voter's ID, Driver's License or Student Permit, bearing the applicant's photograph and complete name).
 - Latest fitness to study Medical Certificate** (for applicants with declared disability)
- Email your DLSU-D Application Form, a clear and legible scanned copy of your Official Transcript of Records (TOR), and your Application Letter to AdSO_application@dlsud.edu.ph.
 - The applicant will receive notification regarding the evaluation process and instructions from the College Dean/ Vice Dean, concerning the program to which the applicant intends to apply.
- Upon completion of the evaluation process, you may check your application status within two (2) days through your admissions portal or registered email address.

STEP 2: EXAMINATION

- Pay the non-refundable and non-transferable **₱1,500.00** 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.
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**).
 - Alumni applicants are exempt from taking the DLSU-D Student Admission Test (DSAT). Upon successful payment of the required application fee and verification of the payment, their admission slot shall be automatically confirmed.*

STEP 3: CONFIRMATION

- Check your DLSU-D Admissions Portal account within three (3) working days for confirmation updates.



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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.

Reminder: Students must undergo medical examinations at accredited polyclinics; check the DLSU-D Admissions Portal for schedules and complete procedures.

**Simple, Fast and Easy
Your DLSU-D Admission
in 3 Steps**
For Filipino Applicants

1 Application / Validation

Create Account & Upload

1. Register at DLSU-D Admission Portal.
2. Use your existing student number, if applicable.
3. Complete the form and generate your Application.
4. Upload a Clear ID and Transcript of Records (TOR).
5. Email all documents to AdSO_application@dlsud.edu.ph.

2 Fast Evaluation

Fee, DSAT, & Status

1. Wait for Dean's initial evaluation.
2. Pay the P1,500 fee via MAYA, QRPH, or Union Bank.
3. Check for "Paid" status.
4. Within 3 days, check portal for the DLSU-D Scholastic Aptitude Test (DSAT) schedule.
5. Take the DSAT (DLSU-D alumni are exempt).
6. Check results within 2 days on the portal or via email.

3 Sure Confirmation

Your Future Starts Now

1. Check your DLSU-D Admissions Portal within 3 working days for confirmation!
2. Review and Accept your offer.
3. Welcome to the Lasallian family!

JOIN THE DLSU-D COMMUNITY!

Facebook Twitter YouTube Instagram LinkedIn DLSU-D

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