



ADMISSIONS PROCEDURE FOR COLLEGE OF PROFESSIONAL AND GRADUATE STUDIES (CPGS) – FOREIGN OR DUAL CITIZEN APPLICANTS

Document Reference: EOMS-AdSO-PRC-017

Revision Number: 002

Confidentiality Level: Public

Approval Date: September 21, 2026

Review Cycle: Not Applicable

Effectivity Date: October 01, 2026

STEP 1: APPLICATION/ VALIDATION

1.1. 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.

1.2. Upon evaluation, the College Dean/Vice Dean will endorse your application to the Admissions and Scholarship Office for the succeeding admissions procedures.

1.3. After two (2) working days, the applicant will receive an email from Admissions and Scholarship Office representative with instructions to send the following documentary requirements to the International Student Office (ISO) at iso@dlsud.edu.ph. Wait for further advise from the ISO representative. Applicant will be endorsed back to the Admissions and Scholarship Office upon successful evaluation of submitted credentials

- 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)

1.4. 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 Admissions and Scholarship indicating the applicant's level of English proficiency.

Note: The University directly admits foreign student applicants with **B2 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.

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



ADMISSIONS PROCEDURE FOR COLLEGE OF PROFESSIONAL AND GRADUATE STUDIES (CPGS) – FOREIGN OR DUAL CITIZEN APPLICANTS

Document Reference: EOMS-AdSO-PRC-017

Revision Number: 002

Confidentiality Level: Public

Approval Date: September 21, 2026

Review Cycle: Not Applicable

Effectivity Date: October 01, 2026

STEP 2: EXAMINATION

- Pay the non-refundable and non-transferable **₱3,000.00** 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.

ENROLLMENT

- Submit the documentary requirements to the Office of the University Registrar during the designated schedule, including the apostilled/authenticated Birth Certificate and Transcript of Records (TOR).
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.
- The following fees are currently imposed on foreign students:
 - Foreign Admission Fee – USD 500.00 (paid upon acceptance)
 - Foreign Fee – USD 50.00 (paid every semester)
 - Processing Fee – PHP 2,500.00 (paid annually)



ADMISSIONS PROCEDURE FOR COLLEGE OF PROFESSIONAL AND GRADUATE STUDIES (CPGS) – FOREIGN OR DUAL CITIZEN APPLICANTS

Document Reference: EOMS-AdSO-PRC-017

Revision Number: 002

Confidentiality Level: Public

Approval Date: September 21, 2026

Review Cycle: Not Applicable

Effectivity Date: October 01, 2026



DLSU-D Guarillas
College of Professional and Graduate Studies

Simple, Fast and Easy Your DLSU-D Admission in 3 Steps

For International Dual Citizen 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.
6. After 2 days, the applicant will be instructed to email their documents to iso@dlsud.edu.ph.
7. 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 Admissions and Scholarship Office.

2 Fast Evaluation

Fee, DSAT, & Status

1. Wait for Dean's initial evaluation.
2. Pay the P2,500 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).

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!

         admissions@cpgs.dlsu-d.edu.ph

Prepared by:

(Sgd) MS. CAROLYN R. JARDINIANO
Associate Director, Admissions & Testing Unit

Reviewed by:

(Sgd) DR. MARIA NORNELYN L. CACHUELA
Director, Admissions and Scholarship Office

Approved by:

(Sgd) MR. RAFAEL JULIUS D. ESTRADA
Vice Provost for Enrollment Management
and Student Experience