



ADMISSIONS PROCEDURES FOR GRADUATE STUDIES – INTERNATIONAL/DUAL CITIZEN APPLICANTS

Document Reference: EOMS-CSA-PRC-017	Revision Number: 001
Confidentiality Level: Public	Approval Date: May 20, 2026
Review Cycle: Yearly	Effectivity Date: June 15, 2026

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 required fields in your admissions account and upload the following pre-admission documents:
 - Latest 2"x2" photo with name tag on white background
 - PSA-issued birth certificate
 - PSA-issued marriage certificate (for married female applicants only)
 - Latest fit to study Certificate (for applicants with a declared disability).
- Submit your online application to generate your DLSU-D application form



STEP 2: VALIDATION

- Submit the following pre-admission requirements via email to the **College of Professional and Graduate Studies (CPGS)** or to the **School of Governance, Public Service, and Corporate Leadership (SGPSCL)**:
 - Accomplished DLSU-D application form (click the "Download Application" button to save a copy of your application form for your records):
 - Application Letter
 - Transcript of Records
 - Use the subject line: "GS Applicant TERM ____, SY____" (e.g. GS Applicant TERM 1, SY 2026 - 2027)
 - For the programs under **Engineering and Architecture; Languages, Social Sciences, and Psychology; Mathematics and Sciences; and Information Technology**, please email the Dean of CPGS at cpgsdean@dlsud.edu.ph. Kindly include the CPGS Secretary (cpgssecretary@dlsud.edu.ph) in the CC.
 - For the programs under **Business Management; Education; and Criminal Justice**, please email the Vice Dean of CPGS at cpgsvicedean@dlsud.edu.ph. Kindly include the CPGS Secretary (cpgssecretary@dlsud.edu.ph) in the CC.
 - For programs under the School of **Governance, Public Service, and Corporate Leadership**, please email the Director of at sgpscldirector@dlsud.edu.ph. Kindly include the SGPSCL Secretary - sgpsclsecretary@dlsud.edu.ph in the CC.
 - After submitting the pre-admission requirements, a representative from CPGS or SGPSCL will contact you for an initial evaluation and provide further instructions.
 - Only applicants who pass the initial evaluation will be eligible to proceed to the next stage of the admissions process.
 - The applicant will receive an email from a Center for Student Admissions (CSA) representative with instructions to send the following documentary requirements to the International Students Office (ISO) at iso@dlsud.edu.ph within two (2) working days upon completion of the evaluation process with the CPGS or SGPSCL:
 - Accomplished DLSU – D Application Form
 - Passport, ACR I-Card Student Visa or SSP used in previous school
 - Proof of dual citizenship (for dual citizen applicants)
 - Certificate of Good Moral Character
 - Transcript of Records or Certificate of Grades from previous academic year
 - Foreign student applicants or applicants with dual citizenship will be referred back to the Center for Student Admissions (CSA) with an indication of their declared citizenship and application status.
 - A referral to the Language Learning Center (LLC) will also be provided for the English proficiency assessment.
 - Following the assessment, the Center for Student Admissions (CSA) will receive an updated endorsement indicating the applicant's level of English proficiency. 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 English proficiency language program.

Prepared by: (Sgd) Ms. Carolyn R. Jardiniano Associate Director, ATU	Reviewed by: (Sgd) Mr. Romano Angelico T. Ebron Director	Approved by: (Sgd) Dr. Mary Felidora Florinor M. Amparo Vice Provost for Academics
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- Updates on the application status will be provided within two (2) working days after the endorsement from ISO and LLC, through the admissions portal.

STEP 3: 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**).
 - *DLSU-D Alumni (Undergraduate level) are exempted from taking the DLSU-D Student Admissions Test (DSAT), subject to verification of requirements submitted.*

STEP 4: DELIBERATION

- Access DSAT results through DLSU-D Admissions Portal after seven (7) working days.

STEP 5: CONFIRMATION

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

STEP 6: ENROLLMENT

- Scan the QR code to see the list of documentary requirements.
- 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.



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