

# ADMISSIONS PROCEDURES

FOR GRADUATE STUDIES – FILIPINO APPLICANTS

## STEP 1: APPLICATION

- Apply for admission to DLSU-D through the DLSU-D Admissions Portal: <https://admission.dlsud.edu.ph/admission/login.aspx> or scan the QR code.
- 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)
  - Latest fitness to study Medical Certificate (for applicants with a declared disability)
- Submit your online application to generate your DLSU-D application form.

SCAN TO APPLY!



## 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 \_\_, AY\_\_"** (e.g. *GS Applicant TERM 3, AY 2024 - 2025*)
- 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](mailto:cpgsdean@dlsud.edu.ph). Kindly include the CPGS Secretary ([cpgssecretary@dlsud.edu.ph](mailto: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](mailto:cpgsvicedean@dlsud.edu.ph). Kindly include the CPGS Secretary ([cpgssecretary@dlsud.edu.ph](mailto:cpgssecretary@dlsud.edu.ph)) in the CC.
- For programs under the **School of Governance, Public Service, and Corporate Leadership**, please email the Director of SGPSCL at [sgpscldirector@dlsud.edu.ph](mailto:sgpscldirector@dlsud.edu.ph). Kindly include the the SGPSCL Secretary - [sgpsclsecretary@dlsud.edu.ph](mailto: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.

## STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱1,500.00** application fee.
- Click on **"Proceed to Payment Portal"** to be redirected to the Payment Portal for the **Service Invoice**.
- 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>.
- Check the DLSU-D Admissions Portal account within **three (3) working days** for the examination details and instructions.
- Take the **DLSU-D Student Admissions Test for Graduate Studies (DSAT-GS)**

## STEP 4: DELIBERATION

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

## STEP 5: CONFIRMATION


- Check the DLSU-D Admissions Portal account within **five (5) 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.

DOCUMENTARY  
REQUIREMENTS




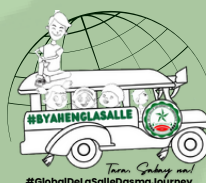
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 DLSU-Dasmariñas Center for Student Admissions

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**CENTER FOR  
STUDENT  
ADMISSIONS**