

# ADMISSIONS PROCEDURES

FOR GRADUATE STUDIES – INTERNATIONAL/DUAL CITIZEN 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 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.
- 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](mailto: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.
- 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 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)**

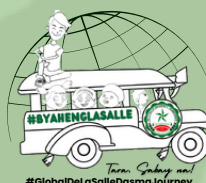
 Ayuntamiento De Gonzales, De La Salle University – Dasmariñas  
DBB – B, Dasmariñas City, Cavite, Philippines 4115

 Cavite Line: +63 (46) 481-1900 | Manila Line: +63 (2) 8779-5180  
Local Line: (3030)

 DLSU-Dasmariñas Center for Student Admissions

 dlsudadmissions

 [admission@dlsud.edu.ph](mailto:admission@dlsud.edu.ph)



**CENTER FOR  
STUDENT  
ADMISSIONS**

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## 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**




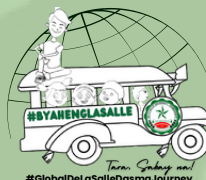
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