

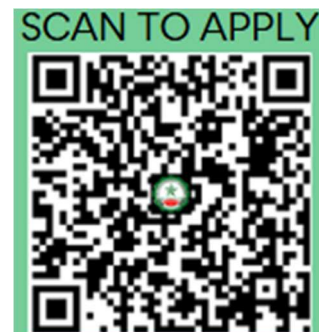
	ADMISSIONS PROCEDURE FOR GRADE 7 – FILIPINO APPLICANTS	
	Document Reference: EOMS-CSA-PRC-020	Revision Number: 001
	Confidentiality Level: Public	Approval Date: September 17, 2025
	Review Cycle: Yearly	Effectivity Date: October 06, 2025

STEP 1: APPLICATION

- Create your DLSU-D Admission Portal account through this link <https://admission.dlsud.edu.ph/admission/login.aspx> or scan the **QR code** at the side.
- Fill out the necessary files in your admission accounts to generate your DLSU-D application form.
- Upload all pre-admission requirements:
 - Latest 2"x2" photo with name tag on white background
 - Birth Certificate / PSA-issued Birth Certificate
 - Attach Grade 5 report card (front and back)
 - Final grade 6 report Card (front and back), or the accomplished and fully signed

DLSUD Declaration Form (downloadable via the DLSU-D Admissions Portal) if the report card is unavailable.

- Latest fitness to study Medical Certificate (for applicants with declared disability)



STEP 2: VALIDATION

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

STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱1,000.00** 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**).
- Access DSAT results through DLSU-D Admissions Portal after seven (7) working days.

STEP 4: INTERVIEW

- The interview schedule will be provided by the program representative/evaluator concerned. Qualified applicants will submit themselves to an interview conducted by the Junior High School Screening Panel.
- After the interview, check the application status via DLSU-D Admissions Portal and/or registered email address within three (3) working days.

STEP 5: CONFIRMATION

- Select your final preferred program through DLSU-D Admissions Portal.
- Pay the non-refundable and non-transferable confirmation fee of **₱6,500.00**. (Refer to STEP 3 for available payment instructions).

Prepared by: (Sgd) Carolyn R. Jardiniano Associate Director, ATU	Reviewed by: (Sgd) Mr. Romano Angelico T. Ebron Director	Approved by: (Sgd) Mr. Romano Angelico T. Ebron Director
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- Check your DLSU-D Admissions Portal account within five (5) working days for confirmation updates.

STEP 6: ENROLLMENT

- Submit the documentary requirements to the Office of the High School Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.

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