



ADMISSIONS PROCEDURES FOR GRADE 8, 9 AND 10 – INTERNATIONAL/ DUAL CITIZEN APPLICANTS

Document Reference: EOMS-CSA-PRC-023

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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
- Latest report card
- Final Report Card (front and back) of the current Grade level, 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

- After two (2) working days, the applicant will receive an email from a CSA representative with instructions to send the following documentary requirements to the International Students Office (ISO) at iso@dlsud.edu.ph
 - Accomplished DLSU – D Application Form
 - Certificate of Good Moral Character
 - Report Card
 - Passport/ACR or I-card
 - Student Visa or SSP used in the previous school
 - Visa Proof of dual citizenship (for dual citizen applicants)
- Wait for further instructions from the ISO representative.
- Applicants will be endorsed back to the Center for Student Admissions (CSA) upon successful evaluation of submitted credentials.
- Check the DLSU-D Admissions Portal and/or registered email address within two (2) working days for further instructions.

STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱2,500.00** 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

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- 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).
- 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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