



ADMISSIONS PROCEDURES FOR GRADE 7 - FILIPINO APPLICANTS

Document Reference: EOMS-CAS-PRC-020

Revision Number: 002

Confidentiality Level: Public use

Approval Date: August 25, 2026

Review Cycle: Yearly

Effectivity Date: September 01, 2026

STEP 1: APPLICATION/VALIDATION

- 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 pre-admission requirements:
 - Valid Identification Card (*current School ID or any government-issued ID, such as a Passport, National ID/PhilSys ID, Postal ID, Voter's ID, Driver's License or Student Permit, bearing the applicant's photograph and complete name*).
 - Latest fitness to study Medical Certificate (for applicants with declared disability)
- Check your application status via DLSU-D Admissions Portal within two (2) working days

STEP 2: 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.
- 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 five (5) working days.

2.1. 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 3: CONFIRMATION

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

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.

Prepared by: (Sgd) MS. CAROLYN R. JARDINIANO Associate Director, Admissions & Testing Unit	Reviewed by: (Sgd) DR. MARIA NORNELYN L. CACHUELA Director, Center for Admissions and Scholarship	Approved by: (Sgd) MR. RAFAEL JULIUS D. ESTRADA Vice Provost for Enrollment Management and Student Experience
---	--	--



ADMISSIONS PROCEDURES FOR GRADE 7 - FILIPINO APPLICANTS

Document Reference: EOMS-CAS-PRC-020

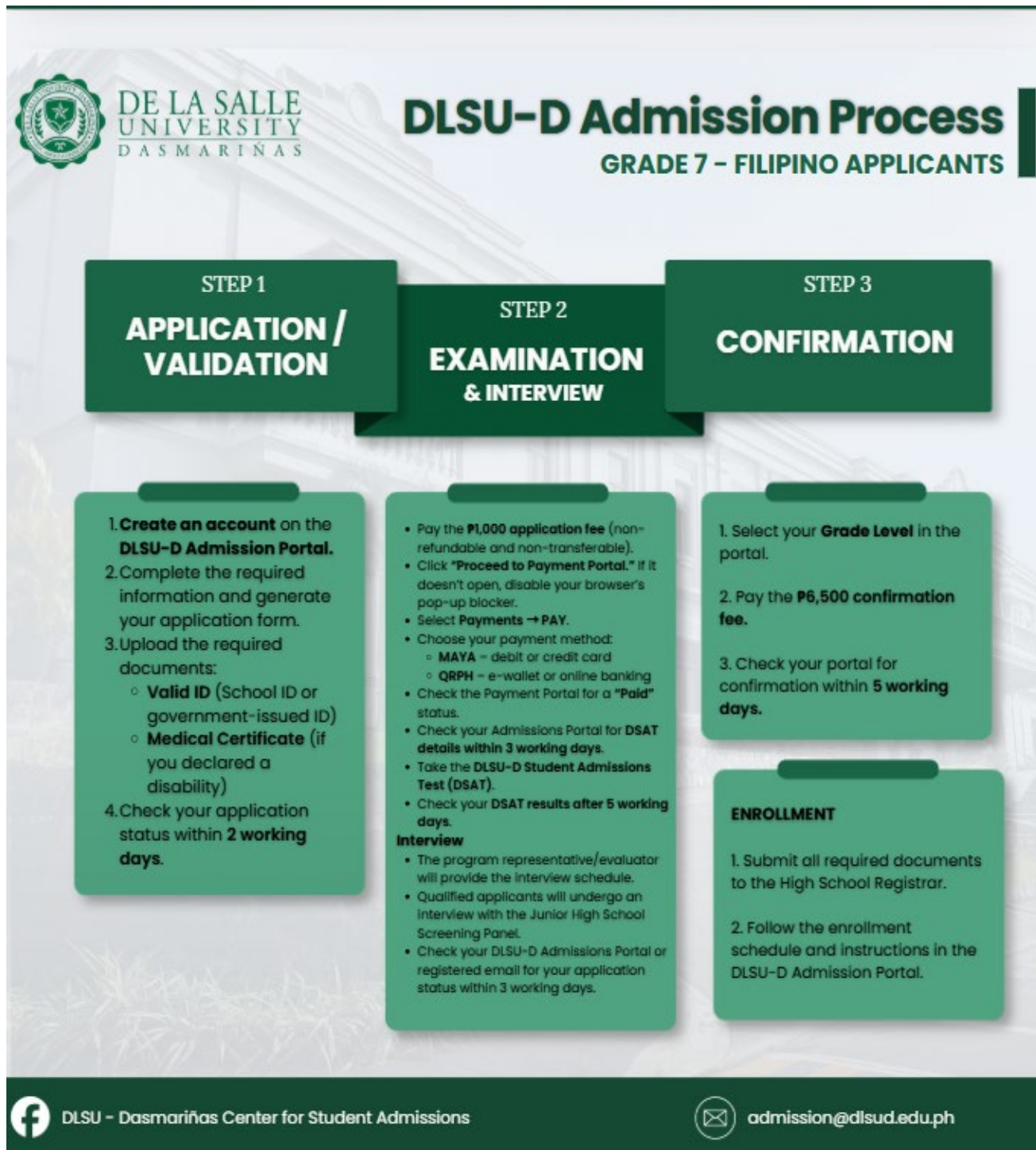
Revision Number: 002

Confidentiality Level: Public use

Approval Date: August 25, 2026

Review Cycle: Yearly

Effectivity Date: September 01, 2026



Prepared by:

(Sgd) **MS. CAROLYN R. JARDINIANO**
Associate Director, Admissions & Testing Unit

Reviewed by:

(Sgd) **DR. MARIA NORNELYN L. CACHUELA**
Director, Center for Admissions and Scholarship

Approved by:

(Sgd) **MR. RAFAEL JULIUS D. ESTRADA**
Vice Provost for Enrollment Management and Student Experience