

	ADMISSIONS PROCEDURES FOR GRADE 7 – INTERNATIONAL / DUAL CITIZEN APPLICANTS	
	Document Reference: EOMS-CAS-PRC-021	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 all 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)
- After two (2) working days, the applicant will receive an email from a CAS representative with instructions to send the following documentary requirements to the International Student Office (ISO) at iso@dlsud.edu.ph Wait for further advise from the ISO representative. Applicant will be endorsed back to the Center for Admissions and Scholarship (CAS) upon successful evaluation of submitted credentials
 - Accomplished DLSU – D Application Form
 - Certificate of Good Moral Character
 - Report Card (front and back)
 - Passport/ACR or I-card
 - Student Visa or SSP used in the previous school
 - Visa
 - Proof of dual citizenship (for dual citizen applicants)
- 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.

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- 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, including the apostilled/authenticated Birth Certificate and Transcript of Records (TOR).
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.
- The following fees are currently imposed on foreign students:
 - Foreign Admission Fee – USD 500.00 (paid upon acceptance)
 - Foreign Fee – USD 50.00 (paid every semester)
 - Processing Fee – PHP 2,500.00 (paid annually)

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DE LA SALLE
UNIVERSITY
DASMARIÑAS

DLSU-D Admission Process

GRADE 7 – INTERNATIONAL / DUAL CITIZEN APPLICANTS

STEP 1

APPLICATION / VALIDATION

1. Create a DLSU-D Admission Portal account and complete the application form.
2. Upload the required pre-admission documents:
 - **Valid ID** (School ID or government-issued ID)
 - **Medical Certificate** (if you declared a disability)
3. After 2 working days, follow the CAS email instructions and submit the required documents to the International Student Office (ISO).
4. Wait for the ISO evaluation and endorsement to CSA.
5. Check your application status in the portal after 2 working days.

STEP 2

EXAMINATION & INTERVIEW

1. Pay the **₱1,000** application fee.
Payment options:
 - **Maya** (debit/credit card)
 - **QRPH** (e-wallet/online banking)
 3. Make sure the payment status shows **"Paid"**.
 4. Check the portal for exam details **within 3 working days**.
 5. Take the **DLSU-D Student Admissions Test (DSAT)**.
 6. Check your exam results **after 5 working days**.
- ### INTERVIEW
1. Wait for your **interview schedule**.
 2. **Attend the interview**.
 3. Check your **portal/email** for the result **within 3 working days**.

STEP 3

CONFIRMATION

- Select your **Grade Level** in the DLSU-D Admissions Portal.
- Pay the **₱6,500 confirmation fee** (non-refundable and non-transferable).
- Check your portal within **3 working days** for confirmation updates.

Enrollment

- Submit the required documents to the High School Registrar during the scheduled date, including the apostilled/authenticated Birth Certificate and Transcript of Records (TOR).
- Follow the enrollment procedures and schedule in the admissions portal.

Foreign student fees

- Admission Fee: USD 500 (upon acceptance)
- Foreign Fee: USD 50 (every semester)
- Processing Fee: ₱2,500 (annually)



DLSU – Dasmariñas Center for Student Admissions



admission@dlsud.edu.ph

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