

	ADMISSIONS PROCEDURES FOR GRADE 8, 9, 10 - INTERNATIONAL / DUAL CITIZEN APPLICANTS	
	Document Reference: EOMS-CAS-PRC-023	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)
- 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 8, 9, 10 - 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 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. Foreign applicants with **B1 English proficiency (CEFR)** are directly admitted. Those below the required level must take the **DLSU-D English Language Proficiency Assessment**.
6. After the assessment, the **Language Learning Center (LLC)** will endorse the applicant's English proficiency level to CSA.
7. Check your **application status** through the DLSU-D Admissions Portal within **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** through 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



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