

# APPLICATION PROCEDURES

FOR GRADE 7 – FILIPINO APPLICANTS

## STEP 1: APPLICATION

- Create your DLSU-D Admissions 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 fields in your admissions account to generate your DLSU-D application form.
- Upload all the 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 **DLSU-D Declaration Form** (downloadable via the *DLSU-D Admissions Portal*) if the report card is unavailable.
  - Latest fitness to study Medical Certificate (for applicants with a declared disability)

SCAN TO APPLY!



## 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 application fee.
- Click on "Proceed to Payment Portal" to be redirected to the Payment Portal for the **Service Invoice** for the non-refundable and non-transferable application fee of **₱1,000.00**.
- Use the complete Service Invoice Number (i.e. *INV2024/01/000001*) under the "Invoice Number" column as your reference/subscriber number when you pay thru the following payment channels:
  - University Cashiers at Ayuntamiento De Gonzalez Building, Counters 14, 15 or 16.
  - Bills Payment with BDO, Metrobank, BPI, or Unionbank.
  - DLSU-D BUX Checkout Page ("BUX") accessible in this link: <https://app.bux.ph/DLSUD>.
- For payments made thru Bills Payment with banks or BUX, upload your proof of payment/transaction receipt in your Payment Portal. Click on "**Pay**" button under "Payments" tab. In the dialog box that appears, select the payment channel used when paying the application fee and upload the copy of the receipt.
- Check your DLSU-D Admissions Portal account within **three (3) working days** for the examination details and instructions.
- 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 in the DLSU-D Admissions Portal.
- Pay the non-refundable and non-transferable confirmation fee of **₱6,500.00**. (Refer to STEP 3 for the official payment channels.)
- Upload the official receipt in the DLSU-D Admissions Portal. (Note: Failure to upload the official receipt will defer the confirmation of the slot.)
- 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.


DOCUMENTARY  
REQUIREMENTS




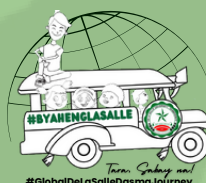
 Ayuntamiento De Gonzalez, De La Salle University – Dasmariñas  
DBB-B, Dasmariñas City, Cavite 4115 Philippines

 Cavite Line: +63(46) 481-1900 | Manila Line: +63(2) 8779-5180 local 3030

 DLSU-Dasmariñas Center for Student Admissions

 dlsudadmissions

 [admissions@dlsud.edu.ph](mailto:admissions@dlsud.edu.ph)  
Pay the non-refundable and non-transferable application fee.



**CENTER FOR  
STUDENT  
ADMISSIONS**