

APPLICATION PROCEDURES

FOR GRADES 8, 9, AND 10 – INTERNATIONAL/DUAL CITIZEN 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
 - Latest report card
 - Final Report Card (front and back) of the current Grade level, 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

- **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 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 **₱2,500.00**.
- 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: DELIBERATION

- Access DSAT results through DLSU-D Admissions Portal after **seven (7) 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



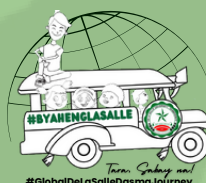
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 DLSU-Dasmariñas Center for Student Admissions

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**CENTER FOR
STUDENT
ADMISSIONS**