STEP 1: APPLICATION

- Create your DLSU-D Admissions Portal account through this link: https://admission.dlsud.edu.ph/admission/login.aspx. Applicant must select "Night College Scholarship Program" as application category.
- Accomplish the application form by filling out the required information
- Email the following pre-admissions requirements to csa_application@dlsud.edu.ph with the subject line "Night College Freshman Applicant, ___ Semester, SY 20___ - 20 ___"
  - Accomplished DLSU-D application form (downloadable in DLSU-D Admissions Portal)
  - Copy of Grade 12 Form 138 (with final grades and signed by the School Principal)
  - Latest 2x2 photo with white background
  - PSA – issued birth certificate;
- The applicant will then be endorsed to the Night College Director.

STEP 2: SCREENING/VALIDATION

- Upload soft copies or digital versions of all required employment, financial, and personal documents through the Google link provided for verification.
- **One-on-One Interview:** Passing the initial screening leads to further verification through a one-on-one interview with the Night College Director.
- **Panel Interview:** Your interview will be conducted by a panel composed of representatives from the Mission Office, the Computer Science Department or Philosophy and Psychology Department and the College administration. The panel will evaluate your commitment, time management, motivation, and other relevant qualities.
- **Skills Assessment (***for BCS applicants only***):** If you pass the panel interview, your next step will be a diagnostic test administered by the Computer Science Department to assess technical aptitude.
- After completing the interview process, if you have passed the screening, panel interview, and skills test (*for BCS applicants only*), your application will be endorsed back to the Center for Student Admissions for admissions evaluation.
- Check your application status via DLSU-D Admissions Portal within three (3) working days.

STEP 3: EXAMINATION

- Pay the non-refundable and non-transferable **₱300.00** 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.
  Note: *"If the payment process does not suit your convenience, please use the alternative option."*
  - Bills Payment (via online banking apps or over-the-counter bank transaction)
  - Bank: Union Bank (Merchant name: DLSU-Dasmariñas)
- 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)**.

Prepared by:	Reviewed by:	Approved by:
(Sgd) Ms. Carolyn R. Jardiniano *Associate Director, ATU*	(Sgd) Mr. Romano Angelico T. Ebron *Director*	(Sgd) Dr. Mary Felidora Florinor M. Amparo *Vice Provost for Academics*

STEP 4: CONFIRMATION
- Check your DLSU-D Admissions Portal within five (5) working days.

STEP 5: ENROLLMENT
- Submit the documentary requirements to the 0ffice of the University Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.

Prepared by:	Reviewed by:	Approved by:
(Sgd) Ms. Carolyn R. Jardiniano *Associate Director, ATU*	(Sgd) Mr. Romano Angelico T. Ebron *Director*	(Sgd) Dr. Mary Felidora Florinor M. Amparo *Vice Provost for Academics*