



ADMISSION PROCEDURE FOR COLLEGE TRANSFEREES AND SECOND COURSE TAKERS FIRST SEMESTER, ACADEMIC YEAR 2022 – 2023

1. ONLINE APPLICATION

Register and log in to DLSU-D Admissions Portal at <https://www.dlsud.edu.ph/aboutAdmissionsPortal.htm>

Fill out the required information and upload the following documents to DLSU-D Admissions Portal:

- **2x2 colored ID picture** with white background
- **PSA/NSO copy of birth certificate**
- **For College Transferee :**
 - **Copy of Transcript of Records** (with remarks: For Evaluation/Reference Purposes Only)
 - **Copy of Certificate of Grades** (if the Transcript of Records is not yet available)
- **For Second Course Taker :**
 - **Diploma**
 - **Copy of Official Transcript of Records**

IMPORTANT NOTE:

These documents must also be sent through email to cas_application@dlsud.edu.ph including the DLSU-D application form (downloadable in the applicant's Admissions Portal). All pre-admission requirements will be forwarded to the respective College Associate Deans/Representatives.

Click the "Submit" button after filling out the form to proceed.

2. ONLINE INTERVIEW

Wait for the online interview schedule. Associate Deans/College Representatives will email the applicant for further instructions.

After the online interview, the applicant will be endorsed back to Center for Admissions and Scholarships (CAS) indicating the admission status.

- 2.1 For Filipino student-applicant:** will be advised to check the DLSU-D Admissions Portal account and/or registered email address within five (5) working days after the endorsement for further instructions.
- 2.2 For Foreign/dual citizen student-applicant:** will be endorsed to the International Students Office (ISO) for important instructions and submission of the following documentary requirements:
 - DLSU-D application form (downloadable in the applicant's Admissions Portal)
 - Copy of Certificate of Good Moral Character
 - Copy of Transcript of Records
 - Proof of dual-citizenship (for applicant with dual-citizenship, e.g. Philippine passport)
 - Copy of passport/ACR or I-Card
 - Copy of Student Visa or SSP used in previous school

After a successful online interview with the ISO representative, the foreign/dual citizen student-applicant will be endorsed back to Center for Admissions and Scholarships (CAS) indicating the admission status and declared citizenship. Student-applicant are advised to monitor their Admissions Portal and/or registered email address within three (3) working days for further instructions.





3. PAYMENT OF REQUIRED FEES

(At this point, the admission status of applicant in DLSU-D Admissions Portal is in "Step 4: Confirmation")

After passing the evaluation/screening and the selection of final preferred program.

Pay the NONREFUNDABLE and NONTRANSFERABLE:

₱4,000 fee (for Filipino student-applicant)

PHP6,500 or USD130 fee (for foreign student-applicant)

(Breakdown of fees: For Filipino student-applicant: Application Fee of ₱500 and Confirmation Fee of ₱3,500.

For foreign/dual citizen student-applicant: Application Fee of ₱3,000 or \$60 and Confirmation Fee of ₱3,500 or \$70.)

Only the confirmation fee is deductible from the tuition, medical fee is excluded.

Pay through the following accredited payment channels using the applicable payment reference number:

- Application ID Number (for Non-DLSUD students, found in DLSU-D Admissions Portal)
- Student Number (for DLSU-D students enrolled for at least one semester)

List of accredited payment channels:

- BPI (through BPI online Pay Bills or OTC bills payment)
- Metrobank (through Metrobank online Pay Bills or OTC bills payment)
- UnionBank (through UnionBank online Pay Bills or OTC bills payment)
- SM Bills Payment Center (CAVITE AREA only)
- DLSU-Dasmariñas Cashier (Counters 14, 15 or 16)

Account Name:

DLSU-Dasmariñas/DLSU-D/De La Salle University - Dasmariñas

(The account number of DLSU-Dasmariñas is NOT required for Pay Bills or OTC bills payment transactions.)

4. SLOT CONFIRMATION

After completing the payment, upload the proof of payment/payment receipt immediately or within 72 hours in DLSU-D Admissions Portal so that we can process the student-applicant's slot confirmation/reservation in the admissions system. Failure to upload the proof of payment would defer slot confirmation.

Monitor the DLSU-D Admissions Portal account and/or registered email address within five (5) working days after uploading the proof of payment to confirm that the student-applicant has officially reserved a slot in the chosen program. The applicant's admission status in DLSU-D Admissions Portal will then be updated to "Step 5: Enrollment" after a successful slot reservation.

5. ONLINE ENROLLMENT

At this point, the admission status of applicant in DLSU-D Admissions Portal is in "Step 5: Enrollment". Follow the enrollment schedule and the online enrollment procedure in DLSU-D Admissions Portal.

Should you have concerns and questions, you may email us at admission@dlsud.edu.ph

For admissions-related policies, procedures, requirements, you may visit www.dlsud.edu.ph/admissions

Ayuntamiento De Gonzalez, De La Salle University-Dasmariñas, DBB-B City of Dasmariñas, Cavite, Philippines 4115 Cavite Line: +63(46)481.1900 • Manila Line: +63(2) 8779.5180



www.dlsud.edu.ph/admissions



[@dlsud.admissions](https://www.facebook.com/dlsud.admissions)



[@dlsudadmissions](https://www.instagram.com/dlsudadmissions)