De La Salle Universtiy - Dasmariñas
ADMISSIONS PROCEDURES
TRANSFEREE/SECOND COURSE TAKERS - FILIPINO APPLICANTS

STEP 1: APPLICATION
- 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 all pre-admission requirements:
  - Latest 2"x2" photo with name tag on white background
  - Birth Certificate / PSA-issued Birth Certificate
  - Official Transcript of Records
  - Diploma (for second course takers only)
  - Latest fitness to study Medical Certificate (for applicants with declared disability)
- Email your DLSU-D application form, Official Transcript of Records, PSA-issued Birth Certificate, and 2" x 2" I.D. picture to **csa_application@dlsud.edu.ph**

STEP 2: VALIDATION
- The applicant will receive notification regarding the evaluation process and instructions from the College Associate Dean/Program Representative, concerning the program to which the applicant intends to apply.
- Upon completion of the evaluation process, you may check your application status within two (2) days through your admissions portal or registered email address.

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 nontransferable 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 for Transferees (DSAT-T/SCT)

STEP 4: DELIBERATION
- Access DSAT results through DLSU-D Admissions Portal after seven (7) working days.

STEP 5: CONFIRMATION
- Select your final preferred program 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).
- Upload the Official Receipt in the DLSU-D Admissions Portal. **(Note: Failure to upload the official receipt will defer the confirmation of slot.).**
- Check your DLSU-D Admissions Portal account within five (5) working days for confirmation updates.

STEP 6: ENROLLMENT
- Scan the **QR code** to see the list of documentary requirements.
- Submit the documentary requirements to the Office of the University Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.

SCAN TO APPLY

DOCUMENTARY REQUIREMENTS

CENTER FOR STUDENT ADMISSIONS