De La Salle Universtiy - Dasmariñas
ADMISSIONS PROCEDURES
TRANSFEREE/SECOND COURSE TAKERS - INTERNATIONAL 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 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, the applicant will receive an email from a CSA representative with instructions to send the following documentary requirements to the **International Student Office (ISO)** at iso@dlsud.edu.ph:
    - Accomplished DLSU – D Application Form
    - Certificate of Good Moral Character
    - Transcript of Record
    - 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 advise from the ISO representative.
- Applicant will be endorsed back to the Center for Student Admissions (CSA) upon successful evaluation of submitted credentials.
- The applicant will be endorsed to the Language Learning Center (LLC) for the DLSU-D English Language Proficiency Assessment. After the assessment, the applicant will be endorsed again to the Center for Student Admissions indicating the applicant's level of English proficiency. The University directly admits foreign student applicants with B1 Level using the CEFR model. Applicants whose proficiency level does not meet the admission standards shall be required to take the DLSU-D English Language Proficiency Assessment.
- 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 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

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

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

DLSU-Dasmariñas Center for Student Admissions

dlsudadmissions

admission@dlsud.edu.ph

DOCUMENTARY REQUIREMENTS

CENTER FOR STUDENT ADMISSIONS