

FRESHMAN ENROLLMENT PROCEDURE

A.Y. 2024 - 2025, 1st Semester

PRE-ENROLLMENT GUIDELINES

LOCATION: CENTER FOR STUDENT ADMISSIONS (CSA), AYUNTAMIENTO DE GONZALES BUILDING (COUNTER 17-19)

- VIEW THE SUBMISSION SCHEDULE AND THE LIST OF DOCUMENTARY REQUIREMENTS THROUGH DLSU-D ADMISSIONS PORTAL.
- DOWNLOAD, PRINT IN TWO (2) COPIES, AND ACCOMPLISH THE STATEMENT OF UNDERTAKING FROM DLSU-D ADMISSIONS PORTAL TO BE PHYSICALLY SUBMITTED ALONG WITH OTHER DOCUMENTARY REQUIREMENTS.
- DOWNLOAD AND PRINT THE ENROLLMENT FORM FROM DLSU-D ADMISSION PORTAL.

*ONLY APPLICANT WHO SUBMITTED **ALL** DOCUMENTARY REQUIREMENTS SHALL BE ALLOWED TO ENROLL. APPLICANT WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ALLOWED TO ENROLL UNLESS A PROOF THAT LACKING DOCUMENT(S) HAS BEEN REQUESTED IS PROVIDED.

STATION 1: SECURING CERTIFICATE OF REGISTRATION

LOCATION: OFFICE OF THE UNIVERSITY REGISTRAR (OUR), AYUNTAMIENTO DE GONZALES BUILDING (COUNTER 6)

- SUBMIT THE ENROLLMENT PERMIT.
- WAIT FOR THE ISSUANCE OF CERTIFICATE OF REGISTRATION.

*SCHOLARSHIP GRANTEEES MAY PROCEED TO THE **SCHOLARSHIP OFFICE** BEFORE MOVING TO THE NEXT STATION.

STATION 3A: MEDICAL EXAMINATION PAYMENT

LOCATION: CASHIER, AYUNTAMIENTO DE GONZALES BUILDING (COUNTER 14-16)

- ONSITE PAYMENT ONLY.
- PRESENT THE OFFICIAL RECEIPT TO THE GENERAL SERVICES OFFICE (GSO) FOR THE SCHEDULING OF MEDICAL EXAMINATION.

STATION 3B: TUITION FEE PAYMENT

LOCATION: CASHIER, AYUNTAMIENTO DE GONZALES BUILDING (COUNTER 14-16)

- PAYMENT SCHEMES:
 - FULL PAYMENT UPON ENROLLMENT (WITH 4% REBATE ON TUITION FEE ONLY TO BE CREDITED TO THE NEXT SEMESTER'S ENROLLMENT)
 - INSTALLMENT BASIS
 - 40% UPON ENROLLMENT
 - 30% ON OR BEFORE MIDTERM EXAMINATION
 - 30% ON OR BEFORE FINAL EXAMINATION
- PAYMENT CHANNELS:
 - ONSITE PAYMENT AT THE UNIVERSITY CASHIER (TRANSACTION IS UNTIL 3:00 P.M. ONLY)
 - DLSU-D BUX
 - ACCESS HERE AT [DLSUD.EDU.PH/OFFICES/FINANCEBUX.HTM](https://dlsud.edu.ph/offices/financebux.htm)
 - BILLS PAYMENT
 - BPI BILLS PAYMENT
 - METROBANK BILLS PAYMENT
 - UNIONBANK BILLS PAYMENT
 - SM BILLS PAYMENT CENTERS (CAVITE AREA ONLY)

STATION 4: PAYMENT POSTING

LOCATION: ACCOUNTING OFFICE, AYUNTAMIENTO DE GONZALES BUILDING (COUNTER 10 & 12)

- PRESENT THE OFFICIAL RECEIPT AND CERTIFICATE OF REGISTRATION.

STATION 5: I.D. CARD APPLICATION

LOCATION: OFFICE OF THE UNIVERSITY REGISTRAR, AYUNTAMIENTO DE GONZALES BUILDING (COUNTER 7)

- PRESENT THE ORIGINAL COPY OF CERTIFICATE OF REGISTRATION.

STATION 6: ISSUANCE OF STUDENT HANDBOOK AND MEMORANDUM OF AGREEMENT

LOCATION: STUDENT WELFARE AND FORMATION OFFICE (SWAFO), GREGORIO MONTOYA HALL (GMH)

- DISTRIBUTION OF STUDENT HANDBOOK AND MEMORANDUM OF AGREEMENT OF FRATERNITY AND SORORITY.

STATION 7: ISSUANCE OF SCHOOL UNIFORM

LOCATION: ANCILLARY - UNIFORM OFFICE, SANTIAGO ALVAREZ HALL

- MEASUREMENT AND ISSUANCE OF SCHOOL UNIFORM.

SCAN TO APPLY



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

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

DLSU-Dasmariñas Center for Student Admissions

dlsudaadmissions

admission@dlsud.edu.ph



DE LA SALLE UNIVERSITY - DASMARIÑAS
**CENTER FOR
STUDENT
ADMISSIONS**