

CAMPUS + TOWN GUIDELINES



De La Salle University-Dasmariñas

1. DLSU-D CAMPUS TOUR is applicable only to currently enrolled third and fourth year students in the requesting school. The three-hour activity which is done on a weekday includes: Information Session and Walking Tour within the DLSU-D campus.
2. Proper coordination between the requesting school and Student Admissions Office (SAdO) should be observed:
 - The school representative signifies intention for a campus tour by forwarding (through email or fax) the accomplished form or by calling SAdO at least 10 days before the preferred visit.
 - SAdO confirms the schedule of the visit through email, fax, or phone to the school representative.

Note: A maximum of three schools may be accommodated by SAdO per month. Availability of schedule is on a first come, first served basis.
3. Teachers accompanying the students should see to it that proper students' behavior is maintained.
4. Students are requested to wear their prescribed school uniform/ID and strictly follow the instruction of the tour guide.
5. Transportation from the requesting school to DLSU-D and vice versa may be provided by DLSU-D upon request.

REQUEST FOR DLSU-D CAMPUS TOUR

(To be filled out by the Requesting School Representative)

Name of School:

Complete Address:

Landline:

Mobile:

Fax:

Date of Campus Tour:

Time

(please check): am pm

Transportation

(please check): DLSU-D Own

Total number of students:

Total number of teachers/parents:

Name of the Requesting School Representative:

Signature of the Requesting School Representative:

Designation of the Requesting School Representative:

REPLY SLIP

(To be filled out by SAdO's In-Charge for Marketing and Recruitment)

Name of School:

Complete Address:

Approved date of Campus Tour:

Total number of visitors:

Expected time of departure from your school:

Expected time of arrival to your school:

Confirmed:

Approved:

Ms. Betsie May Causing, In-Charge for Marketing and Recruitment

Mr. Mario S. Torres, SAdO Director

DLSU-D CAMPUS TOUR

Name of School: _____

Date of Campus Tour: _____ Number of Students: _____

No	Name of Students	Email Address/ Contact Number
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Please use a separate sheet, if needed.

Name/Signature of School Representative : _____