

ADMISSION PROCEDURES FOR TRANSFEREES AND SECOND COURSE TAKERS (AY. 2020-2021)

STEP 1

REGISTER AND LOG IN TO DLSU-D ADMISSIONS PORTAL AT
<https://www.dlsud.edu.ph/about/Admissions/Portal.htm>.

Complete the pre-admission questionnaire
with these as attachments:

- ✓ Accomplished Application form
- ✓ Scanned Copy of Transcript of Records
- ✓ Birth Certificate

Your online application shall be
forwarded to your respective
College Associate Deans or
Representatives.



STEP 2

Student applicant shall be contacted through email for the initial interview, evaluation, and additional instructions by your respective Associate Deans or College Representatives.

All successful online interview will be endorsed back to Center for Admissions and Scholarships indicating the admission status.

STEP 3

Once you received the NOTICE OF ADMISSION, follow these payment instructions.

Pay the Application Fee of PhP300 and Confirmation Fee of PhP3,500 with your application ID number as reference number through the following designated payment centers: BPI Bills Payment, Metrobank Bills Payment, Union Bank Bills Payment, and SM Bills Payment Center (CAVITE AREA only).

Email the scanned copy of the bank slip as proof of payment to cas@dlsud.edu.ph.

Provide in your EMAIL SUBJECT- **Transferee/Second Course Taker Payment of Application and Confirmation Fees (your college program)**



STEP 4

NOTICE OF CONFIRMATION shall be released after five (5) working days.

STEP 5

Once you receive the confirmation, log in to your **DLSU-D Admissions Portal** for enrollment procedures. Please be reminded that you are also advised to email your respective college Associate Deans/Representative to request proper academic advising and subject crediting prior to the actual enrollment.

