



DE LA SALLE UNIVERSITY
D A S M A R I Ñ A S

OFFICE OF THE UNIVERSITY REGISTRAR

SUBMISSION OF DOCUMENTS FOR ENROLLMENT

KINDLY EMAIL THE FOLLOWING SCANNED DOCUMENTS AT
ourdocumentsubmission@dlsud.edu.ph

FOR FRESHMEN:

- FORM 138 / HIGH SCHOOL CARD
- CERTIFICATE OF GOOD MORAL CHARACTER
- NSO / PSA BIRTH CERTIFICATE

FOR TRANSFEREE / SECOND COURSE TAKER:

- CERTIFICATE OF GOOD MORAL CHARACTER
- NSO / PSA BIRTH CERTIFICATE
- CERTIFICATE OF TRANSFER CREDENTIALS

1. Please follow the **FILENAME FORMAT** in submitting the **SCANNED DOCUMENT**:

(E.G. DELACRUZJUAN_BIT_FORM138.PDF)

LASTNAMEFIRSTNAME_PROGCODE_FORM138.PDF

LASTNAMEFIRSTNAME_PROGCODE_GOODMORAL.PDF

LASTNAMEFIRSTNAME_PROGCODE_BIRTHCERT.PDF

LASTNAMEFIRSTNAME_PROGCODE_TRANSCRED.PDF

2. The file should be in **PDF FORMAT**.

3. Please submit any **AVAILABLE DOCUMENTS DURING THE ENROLLMENT SCHEDULE**. **LACKING DOCUMENTS** should be submitted **ON OR BEFORE SEPTEMBER 11, 2020**.

4. **ORIGINAL/HARD COPY** of documents should be submitted once the **QUARANTINE IS LIFTED**.