



# ENROLLMENT PROCEDURE FRESHMEN First Semester, SY 2024-2025

## PRE-ENROLLMENT GUIDELINES Office of the University Registrar (Counter 2)

- Log in to DLSU-D Admissions Portal to view the submission schedule and the list of documentary requirements.
- Download and accomplish in two (2) copies the Statement of Undertaking from DLSU-D Admissions Portal, to be submitted (in person) together with the documentary requirements to the Records Section (Counter 2).
- Download and print the Enrollment Permit from DLSU-D Admissions Portal.

*\*Only applicants who submitted ALL documentary requirements shall be allowed to enroll. Applicants with incomplete requirements shall not be allowed to enroll unless proof of request for each lacking document is presented.*

1

## Office of the University Registrar (Counter 6)

- Submission of Enrollment Permit
- Issuance of unofficial Certificate of Registration (COR)

*\*Scholarship Grantees may proceed to the Scholarship Office before moving to the next station.*

2

## Accounting Office (Counter 14, 15, 16)

### 2.1 PAYMENT FOR MEDICAL EXAMINATION

- Medical Examination Fee  
(Physical Examination, Chest X-ray, Dental Examination, Drug Test) - PHP 1,350
- After payment, upload your official receipt through this link to get your physical exam schedule.

[https://docs.google.com/forms/d/e/1FAIpQLScsYJJkoviNifjKVhJAHRrwrEkLqChlzN7B3DXkdZWMdDdE95Q/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLScsYJJkoviNifjKVhJAHRrwrEkLqChlzN7B3DXkdZWMdDdE95Q/viewform?usp=pp_url)

### 2.2 PAYMENT FOR TUITION FEES

- Payment Schemes
  - a. Full payment upon enrollment (with 4% rebate on tuition fee only, that will be credited to the next semester's enrollment)
  - b. Installment basis
    - 40% upon enrollment
    - 30% on or before Midterm Exam
    - 30% on or before Final Exam
- Payments may be made in any of the following:
  - a. Onsite payment at the University Cashier (Counters 14, 15, 16)
  - b. DLSU-D BUx - [dlsud.edu.ph/offices/finance/bux.htm](https://dlsud.edu.ph/offices/finance/bux.htm)
  - c. Bills Payment:
 

BPI Bills Payment	Unionbank Bills Payment
Metrobank Bills Payment	SM Bills Payment Centers (Cavite area only)
BDO Bills Payment	

*\*Posting online payments - 5-7 working days upon receipt of bank report.*

3

## Accounting Office (Counters 10 and 12)

### Posting of Payment

- Present Official Receipt and unofficial Certificate of Registration

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## Office of the University Registrar (Counter 7A)

- Printing of official Certificate of Registration

5

## Office of the University Registrar (Counter 7B)

### ID Card Application

- Present official copy of Certificate of Registration

6

## Student Welfare and Formation Office (Gregorio Montoya Hall)

- Distribution of Student Handbook, and Memorandum of Agreement of Fraternity and Sorority