

Enrollment Procedure for Freshmen

First Semester, SY 2025-2026

PRE-ENROLLMENT REMINDERS

- Access the DLSU-D Admissions Portal to view the list of documentary requirements.
- Download and accomplish in two 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.*

1

Office of the University Registrar
(Ayuntamiento de Gonzalez - Counter 2)

- Submission of Student Credentials

**Those who have submitted the requirements, proceed to STEP 2.*

2

Office of the University Registrar
(Ayuntamiento de Gonzalez - Counter 6)

REGISTRATION

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

**Scholarship grantees should visit the Scholarship Office before proceeding to the next step.*

3

Finance and Accounting Office
(Ayuntamiento de Gonzalez - Counter 12)

FOR DLSU-D SENIOR HIGH SCHOOL GRADUATES

- Assessment and issuance of invoice number

**For Non-DLSUD Senior High School Graduates, proceed to STEP 4.*

4

Finance and Accounting Office
(Ayuntamiento de Gonzalez - Counters 14, 15, 16)

PAYMENT FOR TUITION

- 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)
To ensure the security of your card, we require the cardholder to be present and show a valid ID for all transactions.
Any form of authorization from the cardholder will not be honored.
 - b. DLSU-D BUX - dlsud.edu.ph/offices/finance/bux.htm

5

Office of the University Registrar
(Ayuntamiento de Gonzalez - Counter 7)

- Printing of official Certificate of Registration (COR)
- ID Card Application

6

Student Welfare and Formation Office
(PCH105 and 106)

- Issuance of Student Handbook and Memorandum of Agreement



FRESHMAN ENROLLMENT

FIRST SEMESTER, SY 2025-2026

DATE	COLLEGE	TIME	PROGRAM CODE
July 14 (Monday)	CTHM	8:00 AM - 12:00 NN	ITM
		1:00 PM - 4:00 PM	IHM
July 15 (Tuesday)	COED	8:00 AM - 12:00 NN	BEC, BSE, SNE
	CCJE	1:00 PM - 4:00 PM	BFS, CRI
July 16 (Wednesday)	CBAA	8:00 AM - 12:00 NN	BSA
		1:00 PM - 4:00 PM	BSM
July 17 (Thursday)	CBAA	8:00 AM - 12:00 NN	BOM
		1:00 PM - 4:00 PM	ECO
July 21 (Monday)	CBAA	8:00 AM - 12:00 NN	MKA
		1:00 PM - 4:00 PM	ENR
July 22 (Tuesday)	CSCS	8:00 AM - 12:00 NN	APM, BIO
		1:00 PM - 4:00 PM	MEB
July 23 (Wednesday)	CICS	8:00 AM - 12:00 NN	BCS
		1:00 PM - 4:00 PM	BIT
July 24 (Thursday)	CLAC	8:00 AM - 12:00 NN	BSY
		1:00 PM - 4:00 PM	PSY
July 25 (Friday)	CLAC	8:00 AM - 12:00 NN	COM, IDS
		1:00 PM - 4:00 PM	PSC
July 28 (Monday)	CEAT	8:00 AM - 12:00 NN	ARC
		1:00 PM - 4:00 PM	EEE
July 29 (Tuesday)	CEAT	8:00 AM - 12:00 NN	CPE
		1:00 PM - 4:00 PM	ECE
July 30 (Wednesday)	CEAT	8:00 AM - 12:00 NN	ESE, IEE
		1:00 PM - 4:00 PM	MEE
July 31 (Thursday)	CEAT	8:00 AM - 12:00 NN	CEE
		1:00 PM - 4:00 PM	
August 1 (Friday)	CEAT	8:00 AM - 12:00 NN	MMA
		1:00 PM - 4:00 PM	