DE LA SALLE UNIVERSITY- DASMARIÑAS
BASIC EDUCATION

ONLINE ENROLLMENT GUIDE

ONLINE ENROLLMENT PROCESS

ENROLLMENT PROCESS OVERVIEW

1. Log in to Admission Portal

2. Registration of Subjects

3. Payment

4. Generation of Certificate of Registration (COR)

5. Submission of SHS Documentary Requirements

IMPORTANT WEB LINKS

1. Online Submission of SHS Documentary Requirements — https://tinyurl.com/G11DocsRqs2023

2. SHS Voucher Program — https://tinyurl.com/SHSVP2023

3. Online Application for Student ID — https://tinyurl.com/IDApplication2023

4. Official Website of DLSUD — https://www.dlsud.edu.ph/

5. DLSUD SHS Facebook Page — https://www.facebook.com/DLSUDSeniorHigh

6. DLSUD SHS LMS Platform — https://dlsudshs.edu20.org/

7. Subject Tracking Forms — https://tinyurl.com/DLSUDTrackingForms

STEP 1
LOG IN TO ADMISSION PORTAL

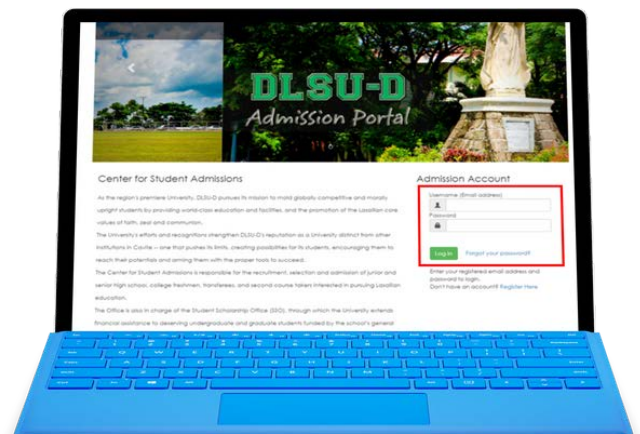NOTE: Before you proceed with your enrollment, make sure that your ADMISSION STATUS is for "ENROLLMENT".

STEP 1.1

FOR GRADE 11 STUDENTS:
1. Log in to DLSU-D Admission Portal

Web Address:
http://admission.dlsud.edu.ph/admission/login.aspx

STEP 1.2

If you are a new student, this message will prompt.

1. Read Data Privacy Statement and click the checkbox button "**Agree**"
2. Re-enter your Admission Account password and click **Proceed to Enrollment Process** button to continue

STEP 1.3

1. Click **Enrollment Link** to continue online enrollment process.

STEP 2
SUBJECT REGISTRATION
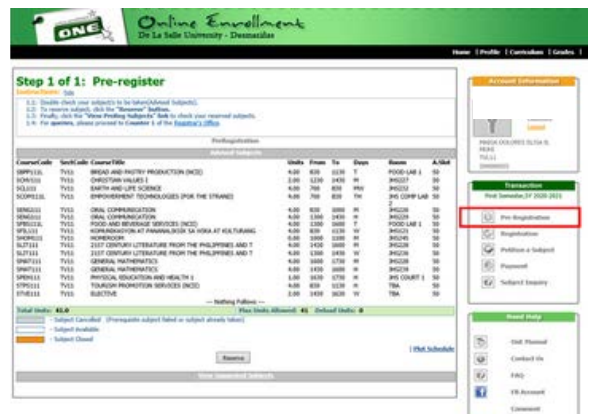**STUDENT PORTAL ACCOUNT**

STEP 2.1

1. Read the Enrollment Terms and Conditions and click **Accept**.
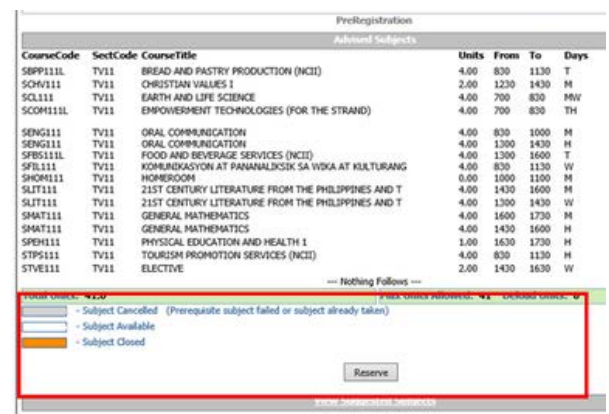

STEP 2.2

1. Click the **Pre-registration** button.

STEP 2.3

1. Click **Reserve** button to be assured of a slot for each subject.

This link shows the list of Advised Subjects. Check the color scheme for the cancelled, available, and closed subjects.

STEP 2
SUBJECT REGISTRATION
STUDENT PORTAL ACCOUNT

STEP 2.4

1. After reserving the subjects, this line will appear "Pre-registration Completed".

STEP 2.5

1. Click the **Proceed to Registration** button.

STEP 2.6

1. Select the preferred elective class that does not conflict with your current schedule.
2. Click **Add Elective** button.
3. After adding the elective subject, this line will appear "Added successfully".

The schedule for elective classes that do not have a specified schedule will be announced at a later time.

To check your class schedule, you can access the Plot Schedule link. Additionally, you can use the Tracking Form to verify that all your registered subjects are complete.

Removing of regular subject is not allowed. Only the elective class can be changed before completing the registration.

STEP 2.7

1. Check your pre-registered subjects that will appear on the screen.
2. Choose your payment scheme: **Full** or **Installment.**
3. Click the **Register** button.

Once you have completed your registration, the payment scheme cannot be changed.

STEP 2.8

1. Read the confirmation message before clicking **OK.** Click **Cancel** if you want to go back and edit the registration before proceeding to payment.

STEP 2
SUBJECT REGISTRATION
STUDENT PORTAL ACCOUNT

STEP 2.9

1. Read the reminders then check **"I have read and understood the above reminders"**.
2. Click **Proceed to Payment** link if you wish to pay online.
3. Click **Print Confirmation Slip** if you want to pay through accredited payment centers or at the school's Accounting Office.
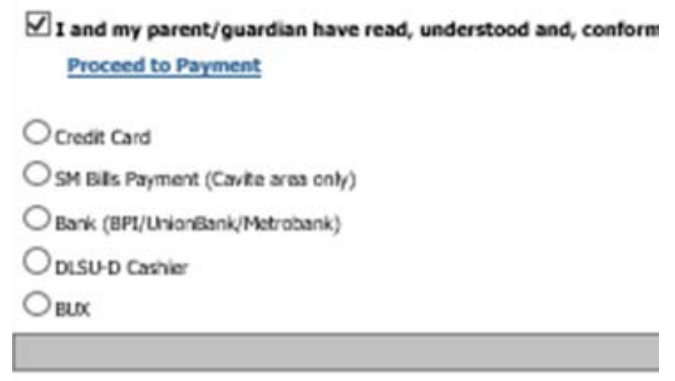

STEP 2.10

1. Select the payment method that you prefer to use.

STEP 2.11

1. You may use the Confirmation Slip as reference during your payment transaction.
2. Review all the information provided in your confirmation slip, particularly the last day of payment schedule.

Sample Confirmation Slip

Senior High School
Online Enrollment
Confirmation Receipt

Semester: First SY: 2023 - 2024
Student No.:   TransNo.: 1
Name:
Program Code/Year Level/Section:
Date Registered: 5/11/2023 4:01:25 PM
Total Assessment: 60,856.96
Upon Enrollment: 24,342.78   Payment Scheme: INSTALLMENT
Midterm: 18,257.09   No. of Installment: 3
Finals: 18,257.09

1MMB3800BEBC23760856960519511420P

Enrollment Procedure
1. Register subjects on OnE.
2. Print Confirmation Receipt. This document shall be presented when making over-the-counter payments either through the accepted payment channels or the University cashiers.
3. Pay fees through the following:

A. Onsite at Ayuntamiento de Gonzales Bldg., at Counters 14, 15 or 16.
   REMINDER:
   If payment relates to posting of enrollment or unholding of portal, please bring your official receipt to Counters 12 or 13. Failure to do so may result in delays in reflecting payments.

B. Accepted payment Channels
   a. Over-the-counter Bills Payment
   REMINDER:
   Use "BILLS PAYMENT FORM" and not the "CHECK/CASH DEPOSIT FORM". Use your STUDENT NUMBER as the reference number and "DLSU-DASMARIÑAS" or "DLSU-D" as the merchant/subscriber's name. Always double check your receipt before leaving the counter to ensure that proper information has been supplied.

   b. Online/Mobile Banking Bills Payment
   REMINDER:
   Use "PAY BILLS" and not "BANK/FUND/WIRE TRANSFER". Use your STUDENT NUMBER as the reference number and "DLSU-DASMARIÑAS" or "DLSU-D" as the merchant/subscriber's name.

   Option A is available at SM Branches within Cavite area.
   Options A and B are available with the following banks: BPI, Metrobank and Unionbank.

   c. Credit Card Payment through Student Portal
   REMINDER:
   The payment method shall only be used for tuition fees, other fees such as dormitory, tours, and the like are not allowed to be paid using this method.

   d. BuX Checkout Page
   REMINDER:
   Supply the complete information such as the STUDENT NAME, STUDENT NUMBER and PURPOSE OF PAYMENT when using this method.

Payments made through the above-mentioned methods are being processed within three (3) to five (5) working days. Failure to supply the correct information will result in a longer processing time.
There is no need to send the transaction receipts within the lead time of processing.
Students whose enrollment has not yet been posted or portal has not yet been opened after five (5) working days from payment date may send an email to assessment@dlsud.edu.ph for follow up. Complete student details, together with the copy of the proof of payment, shall be indicated in the email.
Bank/Wire/Fund transfers require fifteen (15) working days of processing from payment date due to additional verification. Should this be the case, the student must send the copy of transaction receipt to tas@dlsud.edu.ph in order for the payment to be processed.

4. Print COR. COR shall be made available in OnE once the enrollment has been successfully posted and the student is considered OFFICIALLY ENROLLED.

Rebates
Full payment upon enrollment shall be entitled to 4% rebates on tuition fee only and shall be credited to the next semester's enrollment.

Surcharges
For installment payments, surcharges are to be charged as follows:

- 3% after Day 1 of Midterm Examination up to the Last Day of Final Examination
- 4% after the Last Day of Final Examination up to the Last Day of Term Break; and
- 5% from the Opening Day of the New Term (semester or summer) until full settlement of the account.

Additional Fees
Tutorial fees shall be added to the total tuition and other fees, as applicable.

Payment Schemes

1. Full payment upon enrollment
2. Installment basis

   a. 40% of the total tuition and other fees upon enrollment (required to post enrollment)
   b. 30% of the total tuition and other fees one (1) week before the Midterm Examination
   c. 30% of the total tuition and other fees one (1) week before the Final Examination

Student is considered OFFICIALLY ENROLLED if payment of 24,342.78 has been made on or before 05/31/2023.

Last day of Payment: 05/31/2023   Print

STEP 3
PAYMENT

AVAILABLE PAYMENT METHODS

1. Accredited Payment Centers
2. Online Credit Payment thru Student Portal
3. DLSU-D BUx
4. Accounting Office

Reminder:
Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

STEP 3
PAYMENT METHOD 1

PAYMENT THRU ACCREDITED PAYMENT CENTERS (CAVITE AREA ONLY)

STEP 3.1

1. Use **Student ID#** as Reference Number.
2. Use **DLSU-Dasmarinas** as Merchant Name.
3. Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

STEP 3
PAYMENT METHOD 2

ONLINE CREDIT CARD PAYMENT THRU STUDENT PORTAL (BDO GATEWAY)

STEP 3.1

1. Choose payment description.
2. If the amount you wish to pay is higher than the minimum required, please input the amount.
3. Click **Next**.

STEP 3.2

1. Read the Terms and Conditions.
2. Click the checkbox button **"I have read and accept the terms and conditions"**.
3. Click **Pay Now** to continue.

STEP 3
PAYMENT METHOD 2

ONLINE CREDIT CARD PAYMENT THRU STUDENT PORTAL (BDO GATEWAY)

STEP 3.3

1. Choose and click the logo of your credit card.
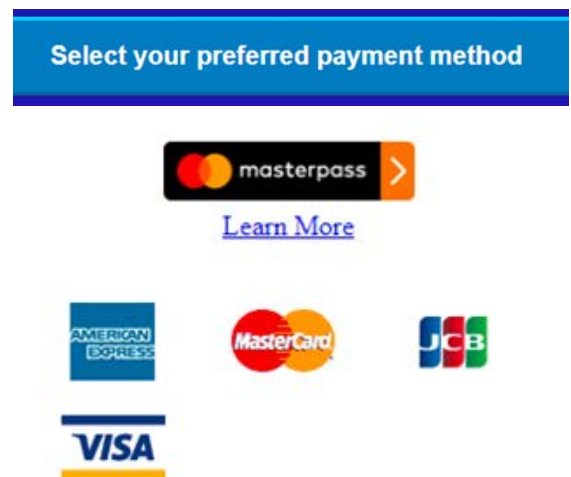
STEP 3.4

1. Input your credit card details and click **Pay**.
2. Wait for the confirmation.

Reminder:
Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

STEP 3
PAYMENT METHOD 3

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.1

1. BUx is an end to end payments solution that aims to provide a seamless experience to both merchants and customers. BUx allows you to pay over-the-counter, through E-wallets and online banking channels.

STEP 3.2

1. Log in to your Portal Account.

STEP 3
PAYMENT METHOD 3

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.3

1. Select **Features** tab then select **Payment** on the Student Account Menu.
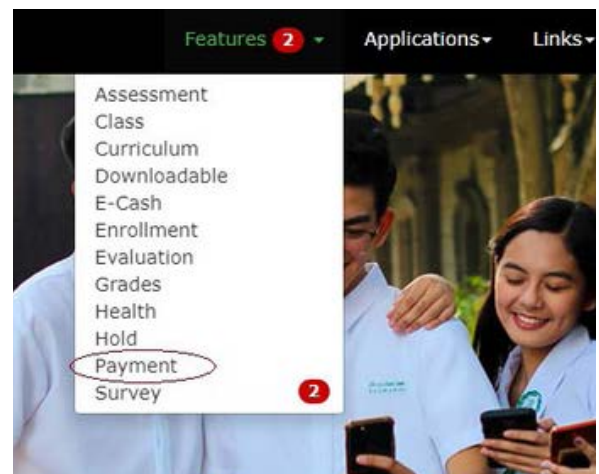
STEP 3.4

1. Select the payment option (Credit Card Payment or **BUx Payment** with QR Code).

STEP 3
PAYMENT METHOD 3

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.5

1. When you select BUx payment, you will see this page. Fill-out all the required fields like: **Customer Name, email, mobile number, student number and so on.**

Reminder:
In order for the Finance and Accounting Office (FAO) to properly account and record your payment(s), please ensure that you will supply the required information completely and accurately. Otherwise, processing of your payment(s) may extend beyond the normal processing of FAO.

STEP 3.6

Please note that all fields are required to be filled out before proceeding.
The confirmation emails will be sent to the registered email address in this form. Please provide your correct DLSU-D email address.
In case the permanent student number is not yet provided, please use your temporary student number or your application number.

STEP 3

PAYMENT METHOD 3

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.7

1. Select your desired payment method. BUx has three (3) available payment methods: **over-the-counter, web banking, and e-wallet.**

Note: The transaction fee depends on the selected payment method.

6.1 for over-the-counter payment:

Payment Method

Payment Method	Select Channel
Over-the-counter	

Leave a Note

7-Eleven
Bayad Center
Cebuana Lhuillier
ECPay
SM / Supermarket / Savemore
Robinsons Dept Store
Palawan Pawnshop
RD Pawnshop

Summary

Over-the-counter

6.2 for web banking payment:

Payment Method

Payment Method	Select Channel
Web Banking	

Leave a Note

UnionBank Internet Banking
BPI Online/Mobile
RCBC Online Banking
InstaPay
PCHC Paygate

6.3 for e-wallet payment:

Payment Method

Payment Method	Select Channel
E-Wallet	

Leave a Note

GCash
GrabPay

STEP 3
PAYMENT METHOD 3

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.8

1. Here's the list of the available channels & fees:

*** List of available **over-the-counter channels**. The fee for over-the-counter payments is **Php20.00** per transaction.

Over-the-counter	Min Amount	Max Amount
7-Eleven	PHP 50	PHP 10,000
Bayad Center	PHP 50	PHP 20,000
Cebuana Lhuillier	PHP 50	PHP 30,000
Ecpay	PHP 50	PHP 30,000
SM Department / Supermarket /Savemore Counter	PHP 50	PHP 30,000
Robinson Dept. Store	PHP 50	PHP 30,000
Palawan Pawnshop	PHP 50	PHP 20,000
RD Pawnshop	PHP 50	PHP 20,000
RuralNet	PHP 50	PHP 20,000
Da5	PHP 50	PHP 20,000
Posible*	PHP 50	PHP 10,000
Pay&Go*	PHP 100	PHP 5,000
USSC**	PHP 50	PHP 20,000
Tambunting Pawnshop**	PHP 50	PHP 20,000
Villarica**	PHP 50	PHP 20,000
Petnet**	PHP 50	PHP 20,000
i2i	PHP 50	PHP 20,000

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.9

1. Here's the list of the available channels & fees:

***List of available **online banking channels**. The fee for online banking payments is **Php15.00** per transaction.

Web Banking Channel (Online Banking Only)	Min Amount	Max Amount	Surcharge Fees
Unionbank Internet Banking	PHP 50	PHP 30,000	PHP 10
BPI Online/Mobile	PHP 50	PHP 30,000	PHP 15
RCBC Online Banking	PHP 50	PHP 30,000	PHP 5
Instapay	PHP 50	PHP 30,000	Depends on bank
PCHC	PHP 50	PHP 30,000	Depends on bank

Surcharge fees are additional fees charged to the customer.

***List of available **E-wallet channels**. Fees for E-wallet payments is **2.0% + Php10.00** per transaction.

E-wallet Channels	Min Amount	Max Amount	Surcharge Fees
GCash	PHP 50	PHP 30,000	None
GrabPay	PHP 50	PHP 30,000	None

STEP 3
PAYMENT METHOD 3

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.10

1. After completing all the required fields click **PAY NOW.**

You will see the "Summary" at the lower part of the payment page including your TOTAL payment.

STEP 3.11

1. After clicking 'Pay now,' you will receive an email on how to pay. Payment channels have different payment procedures.

You will see the "Summary" at the lower part of the payment page including your TOTAL payment.
Here is a sample screenshot if you pay through 7-eleven.

STEP 3
PAYMENT METHOD 3

DLSU-D BUX
HTTPS://APP.BUX.PH/DLSUD

STEP 3.12

1. After completing your payment, you will receive an email that your payment is "Successful."

Reminder:
Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

Successful Payment!

Your payment via **7-Eleven** is complete! Your reference no. is #███-███-███. Please check the payment details below:

Payment Details

Reference number:	███-███-███
Merchant name:	DE LA SALLE UNIVERSITY – DASMARIÑAS
Date purchased:	Apr 07 2022, 11:24 AM

DESCRIPTIONS:
Prelim Payment Installment

AMOUNT PAID: **PHP** ███

Questions? We're here to help

Visit us:
33f UnionBank Plaza Meralco
Avenue, Ortigas Centre,
Pasig City Philippines

Powered by:

STEP 3
PAYMENT METHOD 4

PAYMENT AT DLSU-D ACCOUNTING OFFICE

STEP 3.1

1. Present the **Confirmation Slip** to Counter 14, 15 or 16 of the Accounting Office (Ayuntamiento Building)
2. Bring the official receipts to **Counter 12 or 13** and request posting of payment to the student account.

**Senior High School
Online Enrollment
Confirmation Receipt**

Sem/Term:
Student No.: 200000055   TransNo.: 1
Name:
Program Code/Year Level/Section: STM21
Date Registered: 1/18/2022 10:39:14 AM
Total Assessment: 20,283.20
Upon Enrollment: 8,113.28   Payment Scheme: INSTALLMENT
Midterm: 6,084.96   No. of Installment: 3
Finals: 6,084.96

1MMB1000BEBC237202832012820221820221047A

Enrollment Procedure:
1. Register subjects on OnE. (usual registration process).
2. Print Confirmation Receipt.
3. Payment of Fees
You may also pay through our accredited payment channels indicated below or online credit card payment at OnE. Student number should be indicated as reference number in the payment slip. Otherwise, your payment may not be posted.

Payment Centers:
BPI Bills Payment   Union Bank Bills Payment
Metrobank Bills Payment   SM Bills Payment (Cavite Area Only)
Online Credit Card

Wait for your transaction to be posted within five (5) working days after your payment date. In case your transaction is not yet posted after five (5) days, please verify through email at assessment@dlsud.edu.ph

4.Student may generate Certificate of Registration (COR) online once payment has been received.

REMINDERS:
1) DLSU-D is accepting credit card payment for tuition fee assessment only. Other fees such as dormitory, tours & others is not allowed through credit card.
2) Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
3) For installment basis, outstanding balances should be paid before midterm to avoid penalties.
    (for details, please refer to Guidelines on the Application of Tuition Fee Rebate and Surcharge Fees)
    - Surcharge will be applied on the total unpaid balance after day one (1) of the midterm examination period.
    - The maximum surcharge fee will be 5% and shall be computed as follows:
        - 3% after day 1 of midterm examination period up to the last day of final examination;
        - 4% after the last day of final examination up to the last day of term break; and
        - 5% from the opening day of the new term (semester or summer) until full settlement of the account.
4) Additional fees related to tutorial subjects will be added on top of total assessment, if applicable.

Payment Scheme:
1. Full payment upon enrollment
2. Installment basis
For Regular Semester
Student is considered OFFICIALLY ENROLLED if payment of 8,113.28 has been made on or before 1/31/2022.

a. 40% of total tuition and other fees upon enrollment   b. For summer enrollment:
    30% of total tuition and other fees one week before   50% of total tuition and other fees upon
midterm exam   enrollment
    30% of total tuition and other fees one week before final   50% of total tuition and other fees one week
exam   before midterm exam

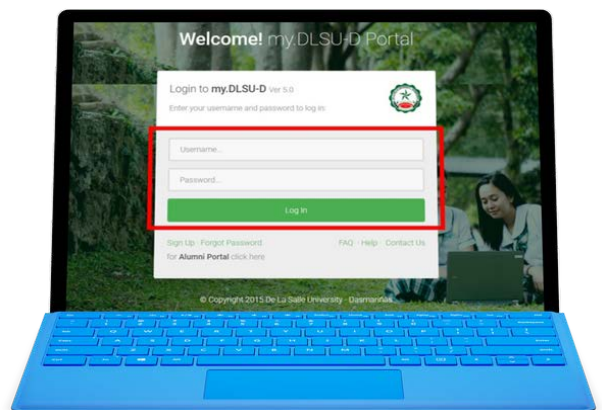Last day of Payment: [Print]

STEP 4
GENERATE AND PRINT THE CERTIFICATE OF REGISTRATION (COR)

Once payment has been posted by the Accounting Office, generate your COR from your portal account.

COR serves as confirmation that you have successfully completed the online enrollment process. However, to be officially enrolled in Grade 11, you must also complete the submission of all required SHS documentary requirements.

STEP 4.1
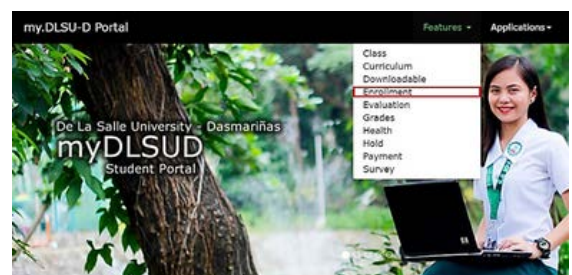
1. Go to My.DLSU-D Portal:
https://portal.dlsud.edu.ph/mydlsud/login.aspx
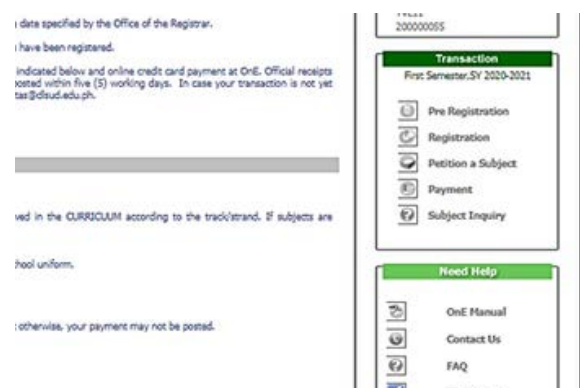2. Log in to your account.

STEP 4.2

1. On the Homepage, click **Features** menu and select **Enrollment**.

STEP 4.3

1. Click the **Registration** Button.

STEP 4

GENERATE AND PRINT THE CERTIFICATE OF REGISTRATION (COR)

Payment transaction will be posted within 3-5 working days. In case your payment is not yet posted after 5 working days, please verify with the Accounting Office if your payment has been received.

STEP 4.4

1. Once payment has been posted by the Accounting Office, generate your COR from your portal account
2. Click **Print Official COR**

STEP 4.5

1. Print the COR and always present it in every school transaction.

Sample Certificate of Registration (COR)

STEP 5
SUBMISSION OF SHS DOCUMENTARY REQUIREMENTS
SOFTCOPY AND HARDCOPY

This is not for SHS Voucher Program. See our separate instruction for that.
To be officially enrolled in Grade 11, you must also complete the submission of all required SHS documentary requirements.

SUBMISSION DATE: JUNE 1 - AUGUST 31, 2023

DOCUMENTARY REQUIREMENTS:

1) 1 pc **2X2 ID Picture**
2) Original copy of official **Report Card** or Form 138
   (grade 10 report card with final grading)
3) Original copy of **Certificate of Good Moral Character** from the current school
4) Photocopy of PSA authenticated **Birth Certificate** for Filipino student-applicant

SUBMISSION OF HARDCOPY

ONSITE: Submit the hardcopy of the documentary requirements to the Office of the High School Registrar, DLSU-D. Monday to Friday, 9:00 AM to 4:00 PM

VIA COURIER: You may send the documentary requirements via courier using this delivery address: **Office of the High School Registrar, De La Salle University - Dasmariñas, DBB-B, City of Dasmariñas, Cavite, Philippines 4115. Contact No. 481-1900 local 3309**
Important: Place all documents inside a long envelope, sealed and labeled with student name, student no. and section.

SUBMISSION OF SOFTCOPY

Submit the softcopy of the documentary requirements through this link:

https://tinyurl.com/G11DocsRqs2023

STEP 5
SUBMISSION OF SHS VOUCHER PROGRAM DOCUMENTARY REQUIREMENTS

All Voucher Program Beneficiaries (**ESC Grantees, OVAP Approved Applicants and Public JHS Graduates**) are required to follow this step. Otherwise, subsidy request will not be processed.

SUBMISSION DATE: JUNE 1 - AUGUST 31, 2023

QUALIFIED VOUCHER RECIPIENTS:

Category A: All Grade 10 completers from Public JHSs, SUCs and LUCs
Category B: All Grade 10 completers from private schools who are ESC grantees
Category C: All Grade 10 completers from private school who applied thru OVAP (with QVA Certificate).
Category D: All Grade 10 completers who completed Grade 10 prior to SY 2021-2022 but not earlier than 2016 and had not previously enrolled for Grade 11 (with QVA Certificate).

DOCUMENTARY REQUIREMENTS:

1. **Voucher Certificate**:
 Category A - JHS Diploma
 Category B - Grade 10 ESC Certificate
 Category C & D - QVR Certificate
2. **Grade 10 Report Card (F138)**
3. **Birth Certificate (PSA)**
4. **2x2 Photo ID**

https://tinyurl.com/SHSVP2023

APPLICATION DATE: MAY 16 - AUGUST 31, 2023

https://tinyurl.com/IDApplication2023

ID PHOTO REQUIREMENTS
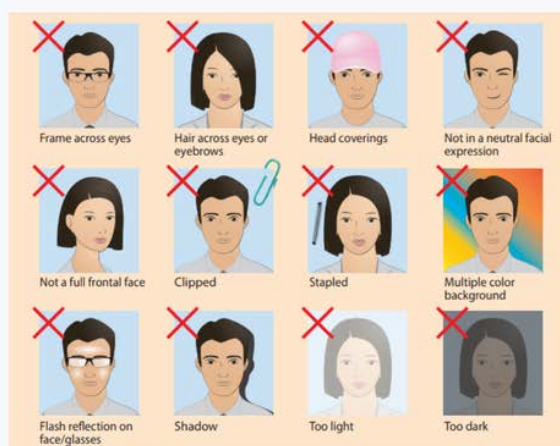
Requirements for Uploading of Photo:
- Upload latest photo with **WHITE** background (taken not more than 6 months ago). **NO SELFIES**. Please ask someone to take your photo.
- Full front view of your head and shoulders (straight and not leaning on the side)
- Cropped from just above the top of head to collarbone,
- Not retouched, enhanced or edited,
- Indoor lightning with no visible light shadows.
- No other people or objects in photo
- No hats, glasses or clothing that obscures the face.
- Rename the file to this format: **STUDENT NO_SURNAME**
- It must be .jpg or .jpeg format and shall not exceed 3MB.

ACCEPTABLE FORMAT

Neutral facial expression
Full face is visible

NOT ACCEPTABLE FORMAT

Frame across eyes	Hair across eyes or eyebrows	Head coverings	Not in a neutral facial expression
Not a full frontal face	Clipped	Stapled	Multiple color background
Flash reflection on face/glasses	Shadow	Too light	Too dark

CONTACT INFORMATION
DE LA SALLE UNIVERSITY-DASMARIÑAS - (046) 481 1900

Office	Concern	Local No.	Email Address
Center for Admissions and Scholarships	Admission Inquiries, Slot Confirmation, Admission/Application Status	3030	admission@dlsud.edu.ph
Office of the High School Registrar	Enrollment	3309	ohsregistrar@dlsud.edu.ph
High School Assistant Registrar	SHS Voucher Program	3405	hsaregistrar@dlsud.edu.ph
Accounting Office	Payment Transaction, Payment Posting	3038	assessment@dlsud.edu.ph
Information and Communications Technology Center (ICTC)	Student Portal Account	3230	accountverification@dlsud.edu.ph