Linkages and Scholarship Office	Process Flow for Exchange Students' Enrollment
LOG	006
Division	Office of the Vice President for Internationalization and External Affairs
Approved	September, 2023

The university's Inbound Student Exchange (ISE) program is one of the internationalization initiatives manned by the Linkages and Scholarship Office under the Office of the Vice President for Internationalization and External Affairs. Its primary objective is to admit students from DLSU-D's partner institutions abroad and blend them with our students and programs. This also serves as our response to the CMO 55 Series 2016 (Policy Framework and Strategies on the Internationalization of Philippine Higher Education), highlighting the mobility programs of higher education institutions in the country. Thus, DLSU-D shall follow the process of admission:

1. The Linkages and Scholarship Office endorses the Inbound Student Exchange to the following offices for information: Center for Student Admissions (CSA), Office of the University Registrar (OUR), Accounting Office (AO), Information Communication and Technology Center (ICTC), and Center for Innovative Learning Programs (CILP).
2. The Inbound Student Exchange fills out the Center for Student Admissions link containing the program being applied for the purpose of student number generation.
3. The Office of the University Registrar enrolls in the courses of Inbound Student Exchange as pre-determined by the Linkages and Scholarship Office.
4. The Accounting Office confirms and posts the enrollment of the students free of charge.
5. The Information Communication and Technology Center creates email account of the student.
6. The Linkages and Scholarship Office verifies with Center for Innovative Learning Programs the Schoolbook account of the student.
7. The student fills out the identification card form application.
8. The student shall start attending classes.

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