



Enrollment Procedure for Freshmen

First Semester, SY 2026-2027

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. Online payment through **PAYMENT PORTAL**. Online payment procedure: <https://www.facebook.com/share/p/1F28mCiQRR/>
 - b. 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.

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

- Issuance of Student Handbook and Memorandum of Agreement