

Enrollment Guidelines for Night College

PRE-ENROLLMENT GUIDELINES

- Access the DLSU-D Admissions Portal to view the list of admission credentials.
- Download and accomplish in two copies the Statement of Undertaking from DLSU-D Admissions Portal, to be submitted in person together with the admission credentials to the Records Section (Counter 2).
- Download and print the Enrollment Permit from DLSU-D Admissions Portal.
- For Foreign and/or Dual citizen enrollees, please proceed to Counter 3 for proper documentation and instructions.

**Only applicants who submitted ALL admission credentials shall be allowed to enroll.*

1

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

- Submission of Admission Credentials (*For those who have yet to submit the requirements*)

2

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

REGISTRATION

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

3

Office of the University Registrar
(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.

4

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

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

5

Student Welfare and Formation Office
(Gregorio Montoya Hall)

- Issuance of Student Handbook and Memorandum of Agreement