

Enrollment Guidelines for Second Course Takers

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).
- 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 (COUNTER 2)

- Submission of Admission Credentials

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

2 Office of the University Registrar (COUNTER 6)

REGISTRATION

- Present the Statement of Undertaking and obtain advising form.

3 Associate Dean (Dean's Office)

- Office evaluates/confirms registration, then makes changes in the pre-registered subjects, if any.

4 Office of the University Registrar (COUNTER 6)

REGISTRATION

- Encoding of subjects and printing of Unofficial Certificate of Registration.

5 Finance and Accounting Office (Counters 14, 15, 16)

PAYMENT

- 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.

6 Office of the University Registrar (COUNTER 7)

- Issuance of Official Certificate of Registration (COR)
- ID Card Application

7 Student Welfare and Formation Office

- Issuance of Student Handbook and Memorandum of Agreement