



De La Salle University

GRADUATE ADMISSIONS OFFICE**ACADEMIC YEAR 2009-2010 TERM 3 REPROCESSING PROCEDURE**

PHASE 1: APPLICATION REPROCESSING		
STEP	TASKS	
1.1 RE-SUBMISSION OF DOCUMENTS Please refer to the "Deadline For Submission Of Documentary Requirements"	<ol style="list-style-type: none"> SECURE referral slip from the Graduate Admissions Office (GAO) to pay for the Php250.00 reprocessing fee. PRESENT the referral slip and PAY the reprocessing fee at the Accounting office (St. La Salle (LS) Building lobby). PRESENT the official receipt (O.R.) to GAO and SECURE GAO KIT. <p>Previous applicants who may reprocess their applications are those: 1) who were admitted to their applied Graduate Programs, and 2) who confirmed but did not proceed to enroll or deferred. Admission documents on file will be re-evaluated for appropriateness.</p> <p>Link to http://www.dlsu.edu.ph/admissions/gao/pdf/GAO_Requirements_Checklist.pdf for the list. Only completed documents will be endorsed to the departments.</p> <p><i>Students seeking financial assistance must secure a referral slip from GAO then proceed to the Scholarship and Financial Assistance (SFA Office) at LS 101 Mezzanine Floor to get the Financial Assistance Application Form. Application for scholarship is processed simultaneous with your application for admission.</i></p>	
1.2 DEPARTMENTAL REVIEW AND INTERVIEW	<ol style="list-style-type: none"> If you've been interviewed by the department during your previous application, there is no need to have one unless otherwise requested. Your respective college department secretary may contact you <u>after a minimum of fourteen (14) working days</u> (after the deadline of submission of documentary requirements) to inform you of your scheduled interview (if any) with the Program Coordinator. 	
1.3 NOTIFICATION OF ADMISSION STATUS	<ol style="list-style-type: none"> GAO will contact you <u>within or about twenty-nine (29) working days**</u> after (after the deadline of submission of documentary requirements) using the email address indicated in your application form. <p><i>**after this period, you may contact the department secretaries if they had endorsed your documents to the GAO. Directory is found at this link http://www.dlsu.edu.ph/admissions/gao/coordinators.asp</i></p> <p><i>For financial assistance applicants, check the status of your application with the SFA office at telephone number (+632) 524.4611 ext. 162.</i></p>	
PHASE 2: RE-ADMISSION		
STEPS		
2.1 CONFIRMATION <u>Dec 3 to 5, 2009</u> (Thurs – Sat) 8:30 AM – 6:30 PM (Thurs & Fri) 8:30 AM – 2:30 PM (Sat)	2.2 ON-LINE REGISTRATION <u>Dec 16 to 18, 2009</u> (Wed - Fri) 8:00 AM – 8:00 PM	3.3 ACTUAL ENROLLMENT <u>Jan 9, 2009</u> (Sat) 8:00 AM – 1:30 PM
<i>Detailed procedures on how to confirm, register on-line and enroll will be provided during the confirmation step. Please take note of the assessed amount and reminders at the end of the on-line enrollment facility.</i>		
START OF CLASSES: JAN 11, 2010 (MON)		

The above may change without prior notice. For updated schedules, go to <http://www.dlsu.edu.ph/admissions/gao/>



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GRADUATE ADMISSIONS OFFICE

ACADEMIC YEAR 2009-2010 TERM 3 REPROCESSING SCHEDULE

DEADLINE FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS

COLLEGE	DATE	DAY	TIME
College of Liberal Arts	October 15	Thursday	6:00 PM
College of Engineering			
College of Business & Economics	October 22		
College of Business & Economics (RVR-Graduate School of Business)	October 30	Friday	
College of Education			
College of Computer Studies			
College of Science			

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