

**GRADUATE ENROLLMENT CONFIRMATION
(TERM 1, AY 2017-18)
Schedules and Procedures**

**Enrollment Services Hub Lobby
5/F Multipurpose Hall, Henry Sy, Sr. Hall
Enter DLSU through Gate 2 (North)**

1. To ensure a smooth processing of confirmation, **qualified applicants should observe strictly the Schedule (see Section A) and General Procedures (see Section B) below.**
2. The confirmation is intended to be done by the qualified applicant.
 - 2.1 Areas accessible by companions may be limited.
 - 2.2 A representative may be allowed to transact on behalf of the qualified applicant. An authorization letter and a valid ID will be asked from the representative.
3. Qualified applicants with incomplete documents (including, but not limited to, original copies of the Transfer Credential, Transcript of Records, and NSO Birth Certificate) **will not be allowed** to confirm enrollment.
4. Qualified applicants who fail to confirm and enroll on the designated dates **will be asked to postpone enrollment** to the next academic term. Effective Academic Year AY 2016 - 2017, postponing enrollment in programs offered once every academic year will no longer be allowed.
5. If a qualified applicant decides to defer enrollment before confirmation, he or she is requested NOT to participate in any confirmation and/or enrollment activity. He or she will be asked to fill out the Graduate Admissions Deferment/Reprocessing Form (link: http://www.dlsu.edu.ph/admissions/graduate/_pdf/deferment-of-enrollment.pdf) and submit to the Office of Admissions and Scholarships.
6. Qualified applicants who hold an international citizenship or dual citizenship are advised to go over the entries For Filipinos Born Abroad and Holders of International and Dual Citizenship (**see Section C**).
7. All qualified applicants will be asked to undergo a Physical Examination (**see Section D**), details of which can be found on the 5th page of this document.

A. Schedule

Colleges	Date	Time				
		8:00am - 10:00am	10:00am - 12:00nn	12:00nn - 2:00pm	2:00pm - 4:00pm	4:00pm - 5:00pm
College of Education	18 August (Friday)	Last Name A to C	Last Name D to L	Last Name M to R	Last Name S to Z	Special Cases
College of Liberal Arts						
School of Economics						
College of Business	19 August (Saturday)	Last Name A to C	Last Name D to K	Last Name L to Q	Last Name R to Z	Special Cases
College of Science						
College of Computer Studies						
College of Engineering						

Please see next page for **preliminary PROCEDURES and REQUIREMENTS** for

- International Students
- Students with Dual Citizenship
- Filipinos Born Abroad

B. General Procedures

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
1	Verification of Admission Requirements	<ul style="list-style-type: none"> • Letter of Acceptance to DLSU • Lacking Requirements, if any (e.g., Transfer Credential) 	<ul style="list-style-type: none"> • Stamped Letter of Acceptance with confirmation fee indicated 	<ul style="list-style-type: none"> • The Letter of Acceptance may be accessed on this link: https://my.dlsu.edu.ph/students/admresult/default.aspx • Please ensure that the name reflected on your acceptance letter is the same with your birth certificate/passport. • Qualified applicants are advised to check if their: <ol style="list-style-type: none"> a. complete name is correctly spelled as this will be printed on the student ID card. b. birth date, as it appears on the upper right hand corner of the front page, is correctly printed. • Students should already be in proper attire as early as the first step in time for the ID Picture Taking. • International applicants will be directed to the International Center Representative to obtain a Clearance before proceeding to Step 1.
2	Payment of Non-Refundable Confirmation Fee	<ul style="list-style-type: none"> • Stamped Letter of Acceptance with confirmation fee indicated 	<ul style="list-style-type: none"> • DLSU Official Receipt (for confirmation) 	<ul style="list-style-type: none"> • P1,000.00 – Confirmation Fee • Waived Confirmation Fee - for students on full scholarship • Checks will not be accepted.
3	Claiming of Confirmation Kit	<ul style="list-style-type: none"> • DLSU Official Receipt (for confirmation) 	<ul style="list-style-type: none"> • Confirmation Kit • Enrollment Confirmation Slip 	<ul style="list-style-type: none"> • Reprinting of ID due to name correction will be charged to the student's account.

4	ID Picture Taking	<ul style="list-style-type: none"> DLSU Official Receipt (for confirmation) 	<ul style="list-style-type: none"> The required attire for male is business attire (long or short-sleeved shirt with tie) while the required attire for female is any blouse or dress with collar and sleeves. All students are required to wear clothing that will contrast against a beige background. The ID In-charge <u>will refuse to take</u> the picture of students who will not comply with the required attire. The IDs will be distributed on enrollment day.
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C. For Filipinos Born Abroad and Holders of International and Dual Citizenship

- A representative from the International Center will be stationed at the venue during Confirmation.
- The Clearance for Confirmation will be issued only to qualified applicants with complete submitted/presented requirements.
- For International Students who will use other types of visa* (neither Student Visa nor Special Study Permit), students with Dual Citizenship, and Filipinos Born Abroad, submit the following documents to get the Clearance for Confirmation:

Activity	Document(s) To Be Submitted	
	International Students	Students with Dual Citizenship and Filipinos Born Abroad
Submission of the required documents	<p>Original copy</p> <ol style="list-style-type: none"> International Student Personal Data Sheet (use link below) Photo (colored, 2x2) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> Admission Letter from Office of Admissions and Scholarships Passport page with photo/details and stamp of latest arrival in the Philippines Visa (first issuance and extension) Annual Report Receipt for 2017 Any of the following (whichever is applicable): <ul style="list-style-type: none"> Alien Certificate of Registration (ACR) I-Card (front and back page) SRRV Card SIRV Card 	<p>Original copy</p> <ol style="list-style-type: none"> Personal Data Sheet (use link below) Photo (colored, 2x2) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> Admission Letter from Office of Admissions and Scholarships Any of the following: <ul style="list-style-type: none"> Philippine Passport Certificate of Recognition as a Filipino Naturalization Certificate as Filipino Foreign Passport (if applicable)

*Please refer to this link for the List of Visa Accepted for Study at DLSU:
http://www.dlsu.edu.ph/students/international/how_to_apply/valid-visa.asp
 A visa that is not on the list will be evaluated by the International Center

Electronic Forms

International Student Personal Data Sheet
<http://www.dlsu.edu.ph/students/international/requirements/personalinfo.pdf>

Personal Data Sheet
<http://www.dlsu.edu.ph/students/international/requirements/pds-dual-citizens-fil-born-abroad.pdf>

4. Qualified international applicants who will apply for Student Visa and/or Special Study Permit through DLSU must submit the following documents to get the Clearance for Confirmation:
- Application forms for visa conversion or SSP (available at the International Center)
 - DLSU Official Receipt of Payment for visa
 - PhP 14,700 for student visa conversion
 - PhP 9,000 for Special Study Permit
 - Two 2x2 photos with white background
 - Photocopy of Passport's biopage, stamp of latest arrival and validity of tourist visa (original passport to be presented during confirmation but to be submitted on a later date)

Reference: **Brochure – Visa Conversion Process**
<http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf>

NOTES:

- A. Qualified applicants with Dual Citizenship but without substantial proof of Filipino citizenship must apply for Student Visa or Special Study Permit. Any of the following showing substantial proof of Filipino Citizenship may be submitted: (a) Philippine Passport, (b) Certificate of Recognition as a Filipino, or (c) Naturalization Certificate as Filipino
- B. Qualified International Applicants with valid visas and not falling under 3 and 4 must consult the International Center during the Confirmation for the documents to be submitted.
- C. For inquiries, please contact (+63.2) 525-6727 or (+63.2) 524-4611 (local 289), or email at erio@dlsu.edu.ph or visit the International Center, which is located at the St. Joseph Hall, Room 207.

D. Physical Examination

1. New Graduate students need to undergo the Entrance Physical Examination (EPE) as a requirement for official enrollment.
2. Medical, dental and chest x-ray examination results within the last 6 months, in relation to employment, if available may serve as the EPE. A photocopy of results with affixed 2” x 2” picture may be submitted to the Health Services Office after confirmation. In the absence of this, refer to item 3.
3. EPE may be done in any of the accredited clinics of De La Salle University at the expense of the student.
4. The following procedure in connection with the EPE must be observed:

Steps	Remarks
[A] Fill out the Medical Examination Form (MEF) and Dental Examination Form (DEF)	The MEF and DEF are attached to these Guidelines for Graduate Students Enrollment. Attach a 2x2 color photo on the MEF
[B] Present the forms to any accredited clinic	The list of accredited clinics is attached to these Guidelines for Graduate Students Enrollment. The examination fee varies from clinic to clinic. Physical and dental examination findings are documented on the MEF and DEF respectively. Except for additional chest x-ray procedure (if needed), further procedures like oral prophylaxis are not mandatory.
<p>[C] Submit the medical and dental examination results to the Health Services Office, G/F, Br. Connon Hall – SPS Building) from 15 August to 08 September 2017.</p> <p>*A reminder will be flashed upon entry at the school gates if MDE form and other medical documents are not submitted by 09 September. <u>Non-submission of forms by 16 September 2017 will suspend your clearance to enter the campus until submission of medical requirement is done.</u></p>	<p>The following must be submitted:</p> <p>(a) Accomplished MEF and DEF (b) Chest X-ray official result</p> <p>The requirements may be submitted, following the schedule below:</p> <p>Mondays to Saturdays : 08:00 to 11:00 13:00 to 16:00</p>

NOTE: Periodic Health Examination is done every year and is one of the requirements for re-enrollment in the next academic year. You are advised to regularly check your MyLasalle account for announcements.