



# De La Salle University

## Admissions Office

### REQUIREMENTS FOR CONFIRMATION

1. To confirm your enrollment at De La Salle University, please submit the following to the Admissions from **28 April to 30 April 2011**:
  - 1.1 Letter of Acceptance
  - 1.2 Original Fourth Year Report Card (known as Form 138 for Philippine schools)
  - 1.3 Signed (by parent and student) DLSU Statement of Responsibilities  
(downloadable at [http://www.dlsu.edu.ph/admissions/undergraduate/forms/statement\\_of\\_responsibilities.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/forms/statement_of_responsibilities.pdf))
  - 1.4 Original copy of the Birth Certificate (printed on NSO paper for Filipino citizens)
  - 1.5 Clearance from the Office of International Center at La Salle Building Room 114  
(for international students and Dual; please see details in #5 below)
  - 1.6 Statement of Undertaking (for Reconsidered students)  
(downloadable at [http://www.dlsu.edu.ph/admissions/undergraduate/forms/statement\\_of\\_undertaking.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/forms/statement_of_undertaking.pdf))
2. Pay **in cash** the Reservation Fee of Php 5,000.00 at the Accounting Office. Please take note that **checks will not be honored**. This fee is **non-refundable**, but will be credited to the student's tuition and fees during enrollment. In case of withdrawal of admission/enrollment, this will be applied to administrative and processing costs.
3. Present Official Receipt of Reservation Fee at the Admissions Office and get the following:
  - 3.1 Enrollment Procedures
  - 3.2 Physical Examination Procedure
  - 3.3 Fraternity Waiver Contract
  - 3.4 High School Achievement Form
  - 3.5 Designation of Parent/Guardian On-Record Form
  - 3.6 NSTP Form
  - 3.7 Declaration as a New Student (only for those students who graduated High School before AY 2010-2011)
4. To process the DLSU student ID card, the applicant proceeds to the area designated for the picture-taking. The background of the picture will be in beige. Please wear something that will contrast against the background and avoid light shades to make the picture more distinct. **The required attire for male is plain polo with tie, for female, any blouse or dress with collar and sleeves. Your clothes must not be creased.** The ID In-Charged will refuse to take the picture of those who do not comply with these instructions. The IDs will be distributed during the scheduled University Orientation of the Colleges.
5. For INTERNATIONAL STUDENTS and FILIPINO STUDENTS born abroad (Including DUAL CITIZENS), please get your CLEARANCE FOR CONFIRMATION from the Office of INTERNATIONAL CENTER, located at La Salle Building Room 114. Please submit your 2x2 picture, International Student Personal Data Sheet – downloadable at <http://www.dlsu.edu.ph/students/international/requirements/personalinfo.pdf> and photocopy (bring original for verification) of the following documents:
  - 5.1 International Students
    - a. Visa copy (first issuance) and Visa extension (if applicable)
    - b. Special Permit (SSP) (for students under 18 years old)
    - c. Passport Validity (pages where you have your picture and details, and the latest visa stamp)
    - d. Alien Certificate of Registration or (ACR) I-Card (front and back)
    - e. Annual report Receipt
    - f. SRRV or SIRV Card (for those using Special Retirees Visa or Special Investors Visa)
  - 5.2 Dual Citizens (and Filipino Students born abroad)
    - a. Certificate of Recognition as a Filipino
    - b. Philippine passport
    - c. Foreign passport

**Note:** *Non-submission of these requirements within the deadline indicated above will mean forfeiture of your slot.*