



Office of Admissions  
and Scholarships

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

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

## FRESHMAN ENROLLMENT CONFIRMATION (AY 2016-17) Schedules and Procedures

**Enrollment Services Hub (ESH), 2nd Floor Henry Sy Sr. Hall**  
Enter DLSU through Gate 2 (North)

### Reminders

1. To ensure a smooth processing of confirmation, **applicants should observe strictly the schedule.**
2. The confirmation is intended to be done by the applicant. Areas accessible by companions may be limited.
3. Only applicants with complete requirements will be allowed to process their enrollment confirmation.
4. Attendance in the **Lasallian Personal Effectiveness Program (LPEP)** is a **mandatory** and is part of the requirements to complete enrollment. The student must register at the Student Affairs Office Rm. 102 Gokongwei Hall and look for Ms. Nette Moreno. Schedule for LPEP is to be announced.

### Schedules

Date	Time			
	08:00 to 10:00	10:00 to 12:00	13:30 to 15:30	15:30 to 17:30
05 December 2016 (Monday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
06 December 2016 (Tuesday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z

### General Procedures

Step	Activity	Document		Notes
		To Be Submitted/Presented	To Be Received	
1	Submission of required documents	<ol style="list-style-type: none"> <li>1. Letter of Acceptance from DLSU</li> <li>2. 4<sup>th</sup> Year Report Card (original)</li> <li>3. NSO Birth Certificate (original &amp; must be issued w/in at least 5 years) or any valid substitute</li> <li>4. Two (2) Recommendation Letters</li> <li>5. Secondary Scholastic Records (original &amp; previously uploaded in the OAF)</li> <li>6. Certificate of Good Moral Character (original &amp; previously uploaded in the OAF)</li> <li>7. Statement of Responsibility (use link below)</li> <li>8. Declaration As A New Student (use link below)</li> <li>9. Statement of Responsibility (use link below)</li> <li>10. Declaration As A New Student (use link below)</li> <li>11. Authenticated copy of original (TOR) Transcript of Records (For students who studied abroad)</li> <li>12. Certificate of Eligibility from Department of Education (For students who studied abroad)</li> <li>13. Statement of Undertaking (For reconsidered applicants)</li> <li>14. Undertaking (For reconsidered applicants)</li> </ol>	Stamped Letter of Acceptance from DLSU	<ul style="list-style-type: none"> <li>• Report Cards with erasures and alterations must be accompanied by a <b>Certification of Authenticity</b> from the High School Registrar</li> <li>• Certificate of Eligibility can be secured at Department of Education NCR, Records Section, Misamis St. Bago Bantay, Quezon City Philippines</li> <li>• Original and complete TOR must be authenticated by the Philippine Embassy in the country where the school is located. If TOR is not yet complete, we will be requiring the submission of complete original TOR.</li> <li>• The Notarized Undergraduate Non-Fraternity Contract Form must be submitted directly to the Discipline Office (St. Joseph Bldg. Room 105) during enrollment.</li> </ul>



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Step	Activity	Document		Notes
		To Be Submitted/Presented	To Be Received	
2	Payment of Confirmation Fee (Php 10,000.00)	Stamped Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation)	<ul style="list-style-type: none"> <li>• Checks are not accepted</li> <li>• The Confirmation Fee will be credited to the tuition and fees if enrolled on Term 2 of AY 2016-17. Otherwise, it is <b>non-refundable</b> and will cover administrative costs.</li> </ul>
3	Claiming of Enrollment Schedules	DLSU Official Receipt (for confirmation)	<ol style="list-style-type: none"> <li>1. Confirmation Slip</li> <li>2. Enrollment Schedules and Procedures</li> <li>3. Medical Information Sheet</li> </ol>	
4	ID Picture Taking	Confirmation Card		<ul style="list-style-type: none"> <li>• All students must wear the required attire before they enter the venue.</li> <li>• The required attire for male is plain polo with tie while the required attire for female is any blouse or dress with collar and sleeves.</li> <li>• All students are required to wear clothing that will contrast against a beige background</li> <li>• The ID In-charge will refuse to take the picture of students who will not comply with the required attire .</li> </ul>

**Electronic Forms and Resources**

**Declaration as a New Student**

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-declaration-as-new-student.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf)

**Statement of Responsibility**

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-statement-of-responsibilities.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-statement-of-responsibilities.pdf)

**Undergraduate Non-Fraternity Contract Form**

<http://www.dlsu.edu.ph/offices/osa/sdfo/ug-non-fraternity.asp>



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- Applicable for:**
- International Students
  - With Dual Citizenship
  - Filipinos Born Abroad

**>>> TO BE DONE BEFORE STEP 1 OF GENERAL PROCEDURES <<<**

**(MUST** be done on a different day before the confirmation schedule)

1. The International Center is located at the St. Joseph Hall, Room 207.
2. The Clearance for Confirmation will be issued only to applicants with complete submitted/presented requirements.
3. The following are the requirements for International Students who will use other visa types (neither Student Visa nor Special Study Permit), Dual Citizens and Filipinos Born Abroad:

Document(s) To Be Submitted	
International Students	Students with Dual Citizenship and Filipinos Born Abroad
<p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. International Student Personal Data Sheet (use link below)</li> <li>2. Photo (colored, 2x2)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>3. Admission Letter from Office of Admission</li> <li>4. Passport page with photo/details and stamp of latest arrival in the Philippines</li> <li>5. Visa (first issuance and extension)</li> <li>6. Annual Report Receipt for 2016</li> <li>7. Any of the following (whichever is applicable):               <ul style="list-style-type: none"> <li>• Alien Certificate of Registration (ACR)</li> <li>• I-Card (front and back page)</li> <li>• SRRV Card</li> <li>• SIRV Card</li> </ul> </li> </ol>	<p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. Personal Data Sheet (use link below)</li> <li>2. Photo (colored, 2x2)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>3. Admission Letter from Office of Admission</li> <li>4. Any of the following:               <ul style="list-style-type: none"> <li>• Philippine Passport</li> <li>• Certificate of Recognition as a Filipino</li> <li>• Naturalization Certificate as Filipino</li> </ul> </li> <li>5. Foreign Passport (if applicable)</li> </ol>



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4. Qualified international students who will apply for Student Visa and/or Special Study Permit through DLSU must submit the following documents to get the Clearance for Confirmation:

<b>Document(s) To Be Submitted</b>	
<b>International Students Who Will Apply for Student Visa</b>	<b>International Students Who Will Apply for Special Study Permit (Students below 18 years old)</b>
<p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. International Student Personal Data Sheet (use link below)</li> <li>2. Three photos ( 2x2, colored, with white background)</li> <li>3. Application Forms for Visa Conversion (Available at International Center)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>4. Admission Letter from Office of Admission</li> <li>5. Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines</li> <li>6. DLSU Official Receipt of Payment for Visa (P 14,700)</li> <li>7. National Bureau of Investigation (NBI) Clearance Certificate for students who filed their application for student visa six months (6) months or more from the date of first arrival in the Philippines</li> </ol> <p><b>Note</b> Students applying for student visa <b>will be required to surrender their passports with 59 days tourist visa and medical quarantine stamp</b> on a specific date to be given by the International Center.</p>	<p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. International Student Personal Data Sheet (use link below)</li> <li>2. Three Photos ( 2x2, colored, with white background)</li> <li>3. Application Forms for Special Study Permit (Available at International Center)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>4. Admission Letter from office of Admission</li> <li>5. Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines</li> <li>6. DLSU Official Receipt of Payment for Visa (P 9,000)</li> </ol> <p><b>Note</b> Students applying for Special Study Permit will be <b>required to surrender their passports with 59 days tourist visa</b> on a specific date to be given by the International Center.</p>
<p>Reference: <a href="http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf">http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf</a></p>	



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5. International Students with pending visa application at the Bureau of Immigration (BI) must submit a Certificate of Pending application from BI. Also, the following procedures found on this link will apply:  
[http://www.dlsu.edu.ph/students/international/how\\_to\\_apply/procedures-for-pending-visa-application.asp](http://www.dlsu.edu.ph/students/international/how_to_apply/procedures-for-pending-visa-application.asp)

NOTES:

- A. 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](http://www.dlsu.edu.ph/students/international/how_to_apply/valid-visa.asp). Other visas not included on the list will be evaluated by the International Center.
- B. Dual Citizens without substantial proof of Filipino citizenship must apply for Student Visa or Special Study Permit. Any of the following document may be submitted as proof of Filipino citizenship: 1) Certificate of Recognition as Filipino; 2) Philippine Passport; 3) Naturalization Certificate as Filipino
- C. For inquiries, please contact (+632) 525 6727 or (+632) 524-4611 (local 289), or email at [erio@dlsu.edu.ph](mailto:erio@dlsu.edu.ph) or visit the International Center, which is located at St. Joseph Hall Room 207.

**Electronic Forms and Resources**

International Student Personal Data Sheet

<http://www.dlsu.edu.ph/students/international/requirements/personalinfo.pdf>

Personal Data Sheet for Dual Citizens and Filipinos Born Abroad

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

*As of 19 November 2016*