



SENIOR HIGH SCHOOL ENROLLMENT PROCEDURE

STEP	ACTIVITY	TO BE SUBMITTED	TO BE RECEIVED	NOTES
1	Enrollment period: • May 3-5, 7-9, 2018 (Manila Campus- HSH501, The Verdure - 5th Floor Multipurpose room) • May 9-11, 2018 (Laguna Campus-2 nd Floor LC2 Bldg.) PLEASE REFER TO THE ATTACHED SCHEDULE	1. Letter of Acceptance 2. Two (2) copies of Confirmation Letters 3. Two (2) Recommendation Letters/Forms 4. Guidance Transition Certificate 5. Original copy of NSO Birth Certificate 6. Copies of the following: a) Grade 7, 8 and 9 Report Cards or Transcript of Records b) NCAE Result 7. Original Grade 10 Report Card with Learner's Reference Number (LRN) signed by the Principal or School Administrator for the transfer of eligibility. 8. Official Receipt of Confirmation Payment 9. Qualified Voucher Recipient (QVR) Certificate or Educational Service Contracting (ESC) Certificate, if available, for proper assessment of tuition and fees	Stamped Letter of Acceptance from DLSU	Only students with complete document requirements will be allowed to enroll. Recommendation Letter (Manila Campus) http://www.dlsu.edu.ph/integratedschool/_pdf/recommendation-form-shs.pdf Recommendation Letter (Laguna Campus) http://www.dlsu.edu.ph/integratedschool/_pdf/is-recommendation-form.pdf Guidance Transition Certificate (Manila Campus) http://www.dlsu.edu.ph/integratedschool/_pdf/guidance-transition-certificate-shs.pdf Guidance Transition Certificate (Laguna Campus) http://www.dlsu.edu.ph/integratedschool/_pdf/is-recommendation-form.pdf
2	ID Picture taking			<ul style="list-style-type: none"> • All students are strictly required to wear clothing that will contrast against a beige background. • The required attire for males is plain polo with tie while the required attire for females is any blouse or dress with collar and sleeves.



FOR STUDENTS WITH DUAL CITIZENSHIP (ADDITIONAL)

Submit the photocopy of the following documents (original to be presented):

- Philippine passport
- Certificate of Recognition as a Filipino
- Naturalization Certificate as a Filipino

FOR STUDENTS WITH TOURIST VISA (ADDITIONAL)

1. Pay the one-time international student fee of PhP 70,000 on top of the tuition and fees.
2. Pay the Special Student Permit (SSP) processing fee of PhP 3,740.00 and submit the following documents:
 - a) For the application for SSP; download form at <http://immigration.gov.ph/images/FORMS/CGAF-003 R2 SV 2016July01.pdf>.
 - b) 2 pcs. 2x2 pictures
 - c) Photocopy (original to be presented)
 - Passport page with photo/details and stamp of latest arrival in the Philippines
 - I-Card of the student (front and back pages)

FOR STUDENTS WITH BALIKBAYAN VISA (ADDITIONAL)

1. Pay the one-time international student fee of PhP 70,000 on top of the tuition and fees. This is refundable once substantial proof of Filipino citizenship has been presented.
2. Pay the Special Student Permit (SSP) processing fee of PhP 3,740.00 and submit the following documents:
 - a) For the application for SSP, download form at <http://immigration.gov.ph/images/FORMS/CGAF-003 R2 SV 2016July01.pdf>.
 - b) 2 pcs. 2x2 pictures
 - c) Photocopy (original to be presented)
 - Passport page with photo/details and stamp of latest arrival in the Philippines
 - I-Card of the student (front and back pages)

FOR STUDENTS WITH OTHER VISAS SUCH AS 47a2, 9G, etc. (ADDITIONAL)

Submit photocopy of the following (original to be presented):

- Passport of the student and parent (Passport page with photo/details and stamp of the latest arrival in the Philippines)
- I-Card of the student and parent (front and back page)
- SRRV Card
- SIRV Card
- Working Visa Card



Enrollment Schedule (Kindly follow your assigned schedule for a smooth and hassle-free process. Enrollees will only be entertained on their assigned dates. Please be guided accordingly).

SHS-MANILA Enrollment Schedule

DATE	TIME			
	<i>8:00-10:00</i>	<i>10:00-12:00</i>	<i>12:00-14:00</i>	<i>14:00-16:00</i>
Thursday, May 03, 2018	Abacan - Amparo	Ancheta - Balunsat	Bañares - Caballero	Cabaña - Cham
Friday, May 04, 2018	Chan - Comia	Conception - Dee	Del Agua - Enriquez	Ermitano - Garaygay
Saturday, May 05, 2018	Garcia - Gonzales	Gopez - Jacela		
Monday, May 07, 2018	Jacinto - Lecitona	Lee - Lorico	Los Baños - Marquez	Martin - Nicolas
Tuesday, May 08, 2018	Niño - Panis	Panlilio - Quijano	Quindoza - Romano	Romero - Sharma
Wednesday, May 09, 2018	Shi - Sy	Tabada - Tipan	Tiu - Velasco	Velasquez - Zuñiga

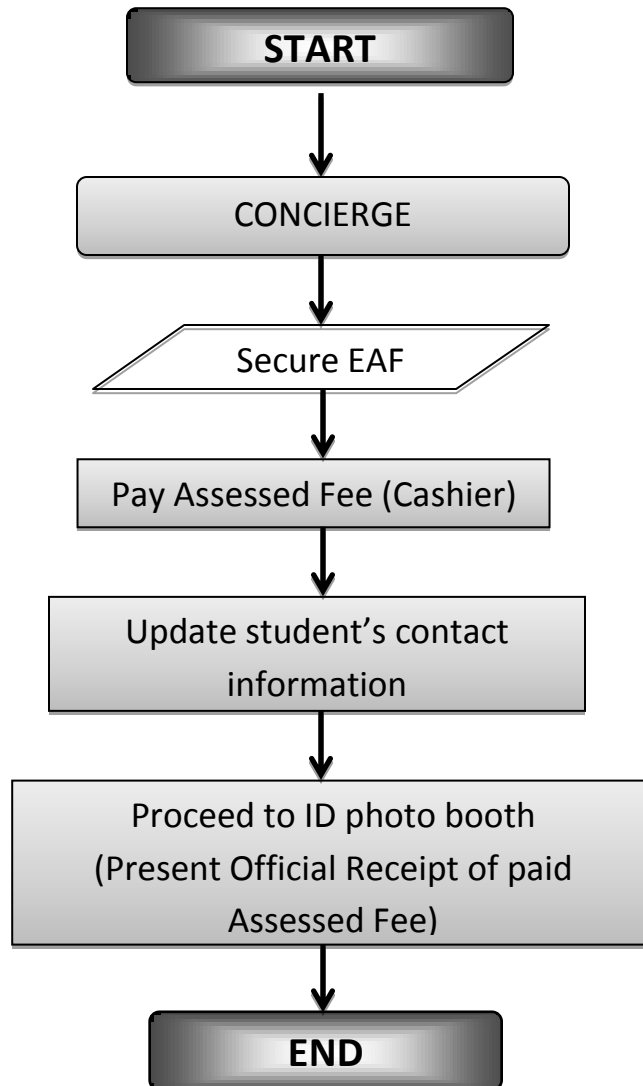
SHS-LAGUNA Enrollment Schedule

DATE	TIME			
	<i>8:00-10:00</i>	<i>10:00-12:00</i>	<i>12:00-14:00</i>	<i>14:00-16:00</i>
Wednesday, May 09, 2018	Abagao - Ardeta	Arive - Cabanting	Cabarrubias - Chiu	Claravall - Del Barrio
Thursday, May 10, 2018	Dela Cruz - Fuentes	Gabionza - Juson	Kim - Manguerra	Manlangit - Navarro
Friday, May 11, 2018	Navela - Pua	Punzalan - Santiago	Santos - Tillada	Tipon - Zuluaga



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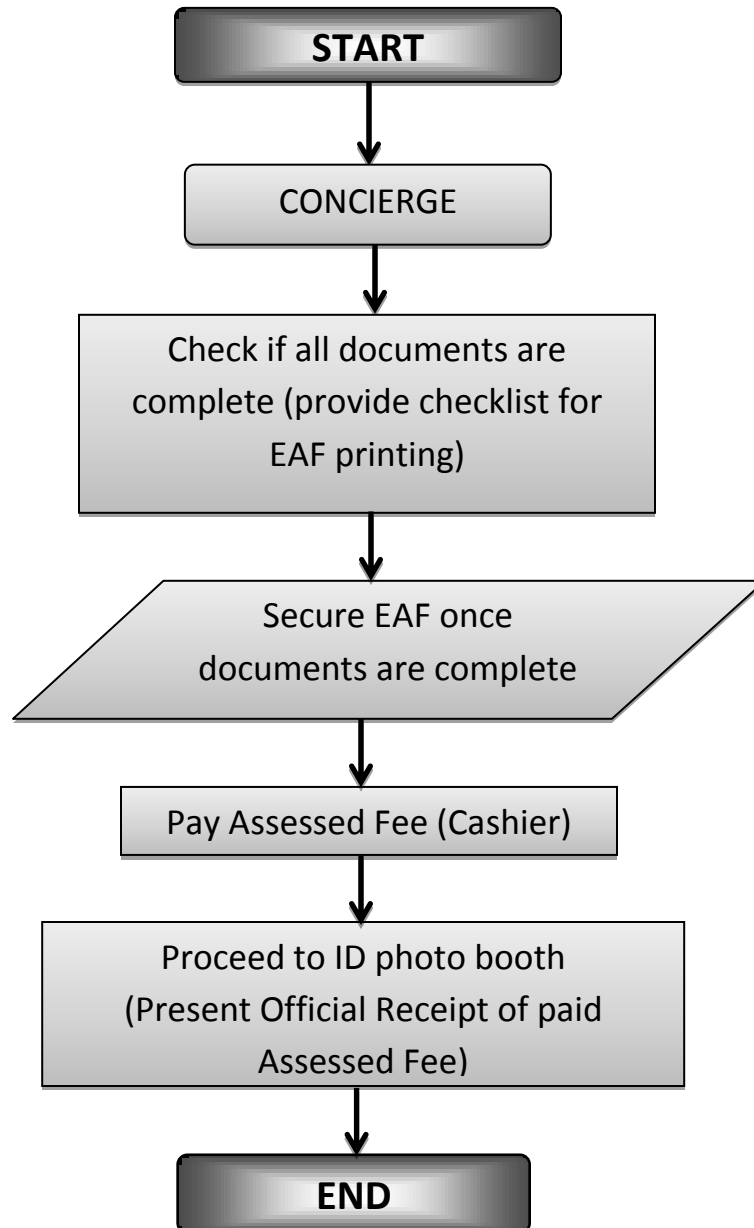
SENIOR HIGH SCHOOL: Incoming Grade 11 (DLSU-LAGUNA Grade 10)
SCHEDULE: May 9-11, 2018 (Laguna)





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SENIOR HIGH SCHOOL: Incoming Grade 11 (New Students)
SCHEDULE: May 3-5, 7-9, 2018 (Manila); May 9-11, 2018 (Laguna)





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SENIOR HIGH SCHOOL: Incoming Grade 12
SCHEDULE: May 3-5, 7-9, 2018 (Manila); May 9-11, 2018 (Laguna)

