



External Relations and  
Internationalization Office

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# **DLSU Fact Sheet**

**For Inbound Students  
Academic Year 2016-2017**

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## External Relations and Internationalization Office

CONTACT INFORMATION	
Name of Institution	<b>De La Salle University</b>
Homepage / Website	<a href="http://www.dlsu.edu.ph">www.dlsu.edu.ph</a>
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APPLICATION REQUIREMENTS	
Application Requirements for INBOUND Exchange Students	<p>A. DLSU Inbound Exchange Student Admission Form (<a href="http://www.dlsu.edu.ph/students/international/_pdf/inbound-exchange-student-admission-form.pdf">http://www.dlsu.edu.ph/students/international/_pdf/inbound-exchange-student-admission-form.pdf</a>)</p> <p>B. Original Transcript of Records</p> <p>C. Proof of English proficiency (<i>at least one of the following</i>)</p> <ol style="list-style-type: none"> <li>TOEFL score of at least 550-pbt</li> <li>IELTS band of 6.0 or better</li> <li>Certificate of English Proficiency or English as a Medium of Instruction</li> </ol> <p>D. Photocopy of passport photo-page and all pages with stamps</p> <p>E. Curriculum Vitae</p> <p>F. Study Plan (including courses/subjects intended to be taken at De La Salle University)</p> <p>G. Photocopy of current courses/subjects enrolled at home university</p> <p>H. To be brought by the inbound students upon arrival to the Philippines:</p> <ol style="list-style-type: none"> <li>Medical Certificate (this will be validated by the Medical Clinic of DLSU upon arrival in the Philippines)</li> <li>International Health Insurance (full coverage: accident, medical, death)</li> </ol>
Important Dates	
Academic Calendar/ Application Deadlines	<p>Term 1 – September to December (MAY 30)</p> <p>Term 2 – January to April ( SEPTEMBER 30)</p> <p>Term 3 – May to August (JANUARY 30)</p>



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Notification of Acceptance	At least one month after the deadline
<b>First Term AY 2016-2017</b>	<b>Arrival of inbound exchange students – September 4, 2016 (latest)</b> <b>Orientation Program – September 5-6, 2016</b> <b>Start of classes – September 12, 2016</b> <b>Midterm Exams – October 24-29, 2016</b> <b>Final Exams – December 12-17, 2016</b>
Second Term AY 2016-2017 (no schedule yet)	Arrival of inbound exchange students Orientation Program Start of classes Final examination
Third Term AY 2016-2017 (no schedule yet)	Arrival of inbound exchange students Orientation Program Start of classes Final examination
<b>Visa Information and Study Permit</b>	
Tourist/Travel Visa	Most countries require a travel/tourist visa upon entry to the Philippines. For visa-free countries, the Philippine Bureau of Immigration (BI) issues a 30-day visa waiver upon entry of the foreign national. Extension of the tourist visa is applied at the BI Office in Intramuros, Manila prior to the expiration of the 30-day waived visa.
Special Study Permit (SSP)	The Special Study Permit is a legal document similar to a visa for study. However, it is issued to international students who are taking short-term study program, like exchange students. The International Center shall handle the processing of the student's Special Study Permit which will allow the exchange student to study at DLSU for a period of 1 or 2 trimesters. SSP is valid for one trimester only and an updated tourist visa is required for students who are using SSP. The SSP fee is independent of the Tourist Visa extension fees.
Alien Certificate of Registration and Information Card (ACR I-Card)	The Bureau of Immigration also requires an ACR I-Card for those who are using SSP. The ACR I-Card is valid for one year hence, there is no need to apply for a new ACR I-Card if the student will stay for one to two terms at DLSU. <ul style="list-style-type: none"> <li>• Cost of SSP and ACR I-Card – PHP 9,000.00 (USD200) valid for one (1) term. This will be paid to DLSU Accounting Office during Orientation Day 1.</li> <li>• Tourist visa monthly extension fees - approximately *PHP3,520.00 for the first extension and *PHP4, 800.00 for the second and each succeeding extensions. (<i>*may change without prior notice from the Bureau of Immigration</i>)</li> </ul>
<b>International Medical/Health Insurance</b>	
	All exchange students are required to have an international health insurance that covers medical, accident, hospitalization and death for the entire duration of the exchange period.
<b>Housing accommodation</b> (Off-campus residences) (Fees are subject to change without prior notice).	
Exchange students will receive a Housing Reservation Form together with the Letter of Acceptance/Offer Letter and a procedure on reservation and how payments for the chosen housing will be made.	<ol style="list-style-type: none"> <li><b>1) MARVILLA RESIDENCES</b> (G.L. Gonzaga Building, Corner Arellano and C. Ayala St. Manila/+632 433-8008) <ul style="list-style-type: none"> <li>• Php 550.00/ per head daily (\$13 USD)</li> <li>• Room sharing with maximum occupancy of 4 persons</li> </ul> </li> <li><b>2) CARA CELINE DORMTEL</b> (#2450 Del Carmen St. cor. Tikong St., Malate, Manila 1004) <ul style="list-style-type: none"> <li>• 4 in a room scheme →Php 8,440.00 (premium) or Php 6,440.00 (standard) monthly</li> <li>• 3 in a room scheme → Php 10, 240.00 (premium) or Php 8,240.00 (standard) monthly</li> </ul> </li> <li><b>3) @HOME DORMTEL</b> (#2470 Del Carmen St., Malate, Manila) <ul style="list-style-type: none"> <li>• Single room Php 10,000.00</li> <li>• Room for 2 Php 12, 000.00 (Php 6,000.00 each)</li> <li>• Exclusive for girls</li> </ul> </li> </ol>



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	<p><b>4) TAHILAN RESIDENCES</b> (#2396 Leon Guinto St., Malate, Manila)</p> <ul style="list-style-type: none"> <li>• Single room Php 18,000.00</li> <li>• Room for 3 Php 15,400.00</li> <li>• Exclusive for girls</li> </ul> <p><b>5) PROVIDENCE TOWER</b> (#2471 Leon Guinto Street Corner Estrada St. Malate, Manila)</p> <ul style="list-style-type: none"> <li>• Room sharing with 2-4 occupants in a room</li> <li>• Priority is given to exchange students who will enroll for 2 Terms to 1 Acad. Year</li> </ul> <p><b>6) W.H. TAFT RESIDENCES</b> (<a href="http://www.whaftresidences.com/">http://www.whaftresidences.com/</a>) (Taft Ave, Malate, Manila)</p> <ul style="list-style-type: none"> <li>• Room rate is PHP21,000.00</li> <li>• Room sharing (double) at PHP10,500.00 per head</li> <li>• Priority is given to visiting professors and exchange students</li> </ul>												
<b>Arrival notification and Airport pick-up</b>													
Arrival Notification Form	Exchange students will be asked to fill-out an Arrival Notification Form ( <a href="http://www.dlsu.edu.ph/linkages/pdf/arrival-notification-form.pdf">http://www.dlsu.edu.ph/linkages/pdf/arrival-notification-form.pdf</a> ) to be emailed back to the International Center ( <a href="mailto:erio@dlsu.edu.ph">erio@dlsu.edu.ph</a> ) 2 weeks before the student's arrival to the Philippines.												
Airport Pick-up	<p>International students are advised to arrive between Monday to Friday and within working hours from 8:00 am to 5:00 pm. All inbound exchange students will be serviced by Nissan Airport Taxi. Students must give prior information to DLSU International Center for arrangements outside of the above mentioned schedule. Arrival and airport pick-up expenses outside of the specified time schedule will be borne by the students, but the International Center can make the arrangements for the airport pick-up and transfer to the condominium/residence:</p> <ul style="list-style-type: none"> <li>• Car rental – individual (PhP800.00)</li> <li>• Van rental – more than one passenger (PhP1,500.00)</li> </ul>												
<b>Enrollment in courses</b>													
Online enrollment in courses	Enrollment in course will be done by the exchange student prior to the beginning of the Term. Exchange students will receive a notification to choose their desired courses to be enrolled at DLSU together with the Letter of Acceptance. They will also be informed in a separate communication (by email) of the schedule and the procedure for enrollment.												
Maximum and minimum course loads	<p>a. Maximum of 18 units (6 courses) for undergraduate students and 9 units (3 courses) for graduate students.</p> <p>b. An endorsement letter from the host university faculty in-charge or International Office is required for course loads exceeding the maximum units allowed. Those enrolling beyond 18 units should submit a letter of request from the home university.</p> <p>c. Minimum of 12 units (4 courses, with 3 units each course) for undergraduate students.</p> <p>d. All changes (drop/add) in enrolled courses are done at the second day of the start of classes.</p>												
<b>Crediting of courses and grading system</b>													
Credits	A course in De La Salle University consists of 3 credit units. This is based on actual contact hours with students. Laboratory classes under in Engineering and Science Laboratory courses have 3 contact hours per week but only carry 1 unit. English1 course has 6 contact hours per week but only carry 3 units. Physical Education courses carry 2 units. Engineering Algebra 1 has 5 contact hours per week but carry 3 units. To ensure that you are choosing the courses with your desired number of credit units, you may request your International Relations Office to coordinate this with the DLSU International Center contact person.												
Grading system	<p>Below is the grading system at DLSU:</p> <table style="margin-left: 40px;"> <tr><td>4.0</td><td>Excellent</td></tr> <tr><td>3.5</td><td>Superior</td></tr> <tr><td>3.0</td><td>Very Good</td></tr> <tr><td>2.5</td><td>Good</td></tr> <tr><td>2.0</td><td>Satisfactory</td></tr> <tr><td>1.5</td><td>Fair (No Credits)</td></tr> </table>	4.0	Excellent	3.5	Superior	3.0	Very Good	2.5	Good	2.0	Satisfactory	1.5	Fair (No Credits)
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	<p>1.0 Passed (No Credits) 0.0 Failed (No Credits)</p> <p>Below is the ASEAN Credit Transfer Equivalency table utilized by DLSU:</p> <table border="1"> <thead> <tr> <th>ASEAN Credit Transfer Equivalent</th> <th>Description</th> <th>Normal Distribution Guide</th> <th>DLSU Grade Point</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>10%</td> <td>4.0</td> </tr> <tr> <td>B</td> <td>Very Good</td> <td>25%</td> <td>3.0 – 3.5</td> </tr> <tr> <td>C</td> <td>Good</td> <td>30%</td> <td>2.0 – 2.5</td> </tr> <tr> <td>D</td> <td>Satisfactory</td> <td>25%</td> <td>1.0 – 1.5</td> </tr> <tr> <td>E/F</td> <td>Failed</td> <td>10%</td> <td>0.0</td> </tr> </tbody> </table>	ASEAN Credit Transfer Equivalent	Description	Normal Distribution Guide	DLSU Grade Point	A	Excellent	10%	4.0	B	Very Good	25%	3.0 – 3.5	C	Good	30%	2.0 – 2.5	D	Satisfactory	25%	1.0 – 1.5	E/F	Failed	10%	0.0
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<b>Student Handbook</b>																									
Student Discipline and Decorum	All international students are bound by the rules and regulations of DLSU. Each student receives a copy (hard/e-copy) of the DLSU Student Handbook during the orientation day. Students are advised to familiarize themselves with the important provisions of the Student Handbook to avoid any inconvenience while studying in the University.																								
<b>Lasallian InSPIRE (International Students Program for Involvement in Responsive Exchange)</b>																									
Required program for all inbound exchange students	A one-term development program designed to respond to the adjustment needs of international students. It provides activities that encourage them to interact with local (Filipino) students and fellow sojourners. InSPIRE consists of activities like cultural immersion trips, social interaction, skills development and seminars to enhance psychosocial and emotional adjustment. These activities are organized by the International Center in coordination with various units and organizations on and off campus. Activities of InSPIRE are distributed throughout the term, usually on a Friday because this is the University declared activity day. Exchange students are required to attend and complete all InSPIRE activities.																								
<b>Official Transcript of Records</b>																									
	Exchange students will be asked to fill up a Document Request Form and a Proxy Form from the Office of the University Registrar before departure for their home country. The Official Transcript of Records will be available within a month after the end of the exchange period. One original copy will be sent to the International Office of the home university and another one to the exchange student.																								
<b>Learning English</b>																									
Center for English and Lifelong Learning (CELL)	Aside from the English academic programs offered by the De La Salle University Department of English and Applied Linguistics (DEAL), there are non-academic English courses that can be taken or enrolled in by interested international students. The Center for Language and Lifelong Learning (CELL) is a non-academic unit of DLSU which caters to clients who are interested in improving and honing their English Language proficiency in the four basic communication skills of listening, speaking, reading and writing. The Center is proud of its teachers who are specialists in their fields, particularly on English Language and its application. All language teachers are carefully screened and their continuing education is mandatory. This makes the Center the best of its kind on this side of the world. CELL offers classes in modules; they have Regular Classes (with 4 to 14 students), Special Classes (with 2 to 3 students) and Tutorial Classes (one-on-one). The modules cover conversational English (basic to advance), English grammar, pronunciation, reading comprehension and vocabulary development among others. Please check the CELL website for details regarding schedule of enrollment, fees, registration and other information:  <a href="http://www.dlsu.edu.ph/academics/colleges/ced/cell/default.asp">www.dlsu.edu.ph/academics/colleges/ced/cell/default.asp</a> .																								
<b>Estimate cost of living and other expenses</b>																									
	Actual expenditures will vary depending on individual spending habits. It is estimated that a student should plan to spend PHP18,900.00 or USD411.00 (USD1=PHP46) per month for BASIC living expenses including accommodation, utility bills, transportation, and food. Please check this link for the "Estimated Cost of Living" in the Philippines: <a href="http://www.dlsu.edu.ph/students/international/survival/cost.asp">www.dlsu.edu.ph/students/international/survival/cost.asp</a>																								



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	<p>Please take note that all costs listed in the table are estimates only.</p> <p><u>Living Expenses</u>          Php8,000.00/month - Housing accommodation (Room sharing)          Php4,000.00/month - Utility Bills (Electricity, Water, Telephone)          Php7,200.00/month - Food (ordinary meals cost Php80 to Php240 a day)          Php3,100.00/month – Transportation          Php1,000/month – wireless/broadband internet connection          =====          Php23,300.00 x4 months = Php93,200.00 (USD2,026)          =====</p> <p><u>Visa Expenses</u>          Php17,430.00 – Tourist visa extension fee (4 months)          Php9,000.00 – SSP and ACR I-Card (1 Term)          Php3,500.00 – books, printing and photocopy costs          =====</p> <p><b>TOTAL ESTIMATED EXPENSES FOR 1 TERM:</b>          Php123,130.00 (approximately USD 2,677.00)</p>
<p>For inquiries, please send an email to</p>	<p><a href="mailto:rhodora.caballero@dlsu.edu.ph">rhodora.caballero@dlsu.edu.ph</a></p>