



APPLICATION TO GRADUATE

(Undergraduate Studies)

AY 2024-25, Term 3

TO APPLY TO GRADUATE, PLEASE FOLLOW THE STEPS BELOW:

Students who applied to graduate during the previous terms but have not yet completed their application to graduate (ATG), need to **re-apply this term** for the re-processing of their ATG.

STEP

1

CHECK YOUR CURRICULUM AUDIT

05 May 2025 - 05 July 2025

Please check your Curriculum Audit (through MLS).

If you have deferred grades, please complete the corresponding courses and inform your professor. If you have completed a course that has a different course code, please process a [Course Crediting Form](#).

Note: While this step is optional, applicants are enjoined to do this step to avoid problems and delays in auditing your degree completion.

For students who do not have access to MLS Account, you may proceed to step 2 while you are fixing your access to MLS Account.

STEP

2

PAYMENT OF GRADUATION FEE, AND DLSAA LIFETIME ALUMNI FEE

16 June 2025 - 05 July 2025

(Monday to Friday, 08:00 am - 5:00 pm)

(Saturdays, 08:00 am - 12:00 nn)

The **Graduation fee payment** is non-refundable; however, the payment can be carried over to the next term (one term only) if in case the student was not able to complete all requirements or qualify for graduation.

As signed in the Memorandum of Agreement between DLSU and DLSAA last 11 June 2024, **all incoming undergraduate studies graduates shall be granted with Lifetime Alumni Membership**. In line with this, a subsidized fee of Php 2,000.00 (Regular Lifetime Fee is Php 5,000.00) will be charged to all applicants for graduation.

For questions regarding the DLSAA Lifetime Alumni Membership, please send an email to info@dlsaa.com.

The Official Receipt must be uploaded upon submission of the Application to Graduate through the Google form.

- a. **For non-DLSU scholars**, please process the payment of the ATG Assessment - Php 5,500.00
(Graduation Fee - Php 3,500.00; and DLSAA Subsidized Lifetime Alumni Fee - Php 2,000.00).
- b. **For DLSU Scholars:**
 - b.1. **For Full Scholars**, an Office of Admissions and Scholarships (OAS) staff shall indicate Php 0.00 in the ATG Assessment Form.
 - b.2. **For Partial Scholars**, an OAS Staff shall indicate the amount payable by the student depending on the scholarship grant.
 - b.3. **The ATG Assessment Form of both Full and Partial Scholars must be validated and signed by the OAS prior to payment. The signed ATG Assessment form must be uploaded together with the official receipt.**
- c. **Please pay through the Cashiers at the Manila and Laguna Campus. Student must print and fill out the [ATG Assessment Form](#) and present at the cashier upon payment.**



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STEP

3

ONLINE APPLICATION TO GRADUATE

16 June 2025 - 05 July 2025

(The online facility shall be open for 24 hours until 11:59 pm of 05 July 2025)

Using the official DLSU Gmail account, students must accomplish the application through this link:

<https://bit.ly/203rdCE-ATG-UG>

Note: Students under ladderized programs must submit their applications to both undergraduate and graduate studies Google Form.

An email (containing a copy of your response) will be sent to your official DLSU Gmail address immediately right after the submission of the application form. Please check your email to confirm that your application has been successfully submitted.

If you don't receive a copy of your response through email within 30 minutes, please check your Spam folder as it may have been automatically directed there. If none, please accomplish the form again.

If you have already accomplished the form but no response receipt has been received despite trying again, please send an email to registrar@dlsu.edu.ph immediately. Use the subject title:

203RD_CE_APPLICATION_TO_GRADUATE

Note: Students with inactive DLSU Gmail account must send an email to the Information Technology Services Office (ITS) at itservices@dlsu.edu.ph for the re-activation of their DLSU Gmail account. Use the subject title:

203RD CE_ATG_RE-ACTIVATION OF DLSU GMAIL ACCOUNT

STEP

4

CORRECTION OF RECORDS

05 May 2025 - 05 July 2025

Please check your personal information (such as name, birthday, mobile number, email address, etc.) through your MLS Account. Make sure that your personal information such as name, birthday, etc. are correct and consistent based on your official documents submitted to the Office of the University Registrar such as Birth Certificate, passport, etc.

For correction/s, please send an email to registrar@dlsu.edu.ph. Use the subject title:

CORRECTION OF RECORDS (203RD CE CANDIDATE)

No petition for correction of records will be entertained after these dates and your records will be permanent once your Date of Graduation has been tagged. Note that transcript of records, diploma, and other documents that will be issued for you will make use of these personal information.

STEP

5

ACCOMPLISH EXIT SURVEY

16 June 2025 - 05 July 2025

Accomplish the Exit Survey for Graduating Students by accessing the link below:

<https://bit.ly/DLSUExitSurveyATG>

Please note that only those who are successful in completing the survey must proceed to the next step.

The Exit Survey is only accessible during the ATG period.

For questions or concerns regarding the survey, please email the Student Success Center at ssc@dlsu.edu.ph.



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STEP

6

RELEASE OF INITIAL RESULT OF DEGREE AUDIT

13 September 2025

(6A) Release of Notice of Clearance or Academic Deficiency
(6B) Notice of Academic Completion

STEP

7

RELEASE OF FINAL RESULTS OF APPLICATION TO GRADUATE

TBA

The Tentative List of Graduates shall be posted in this [link](#) starting this date. Please note that access to view the list shall be provided to **confirmed graduates only**. A separate email will be sent to students with academic deficiencies.

All confirmed graduates are to ensure that your name, degree, award (if any), and attendance to the Commencement Exercises are correct against the list. For correction/s, please follow the instructions provided in the link.

STEP

8

REQUEST OF TRANSCRIPT OF RECORDS WITH DATE OF GRADUATION

TBA

Starting this date, Transcript of Records with Date of Graduation may be requested online through this [link](#).

Note: For students who will access the Online Request for Documents (ORD) facility prior to this date, please be advised that the requested TOR may be released **without the Date of Graduation**.

As of 02 June 2025

DE LA SALLE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
(632) 8524-46-11 local 114 (DLSU Trunkline)
Mon-Fri 9:00am-12:00nn & 1:30pm-4:30pm/Sat 9:00am – 12:00nn
registrar@dlsu.edu.ph