

Revised as of 21 Feb 2012

# APPLICATION TO GRADUATE

(UNDERGRADUATE STUDENTS ONLY)

## AY 2011-12, Term 3

To apply to graduate, please follow the steps below:

### STEP 1: ON-LINE 'APPLY TO GRADUATE'

Visit <http://my.dlsu.edu.ph> Mondays to Fridays (0800-1900); Saturdays (0800-1200) and click 'Apply to Graduate'

### STEP 1A: CORRECTION OF RECORDS

Proceed to the Office of the University Registrar for any correction of records

### STEP 2: ASSESSMENT OF FEES

Proceed to the Office of the University Registrar ten (10) working days after On-Line 'Apply to Graduate' to get the assessment

### STEP 3: PAYMENT OF FEES

Pay the assessed amount not later than three (3) days from the assessment at the Accounting Office

### BY-COLLEGE SCHEDULE

|                  |   |              |
|------------------|---|--------------|
| 13 to 18 Feb     | – | COB          |
| 13 to 18 Feb     | – | CED          |
| 20 to 25 Feb     | – | SOE          |
| 20 to 25 Feb     | – | COE          |
| 20 to 25 Feb     | – | COS          |
| 27 Feb to 03 Mar | – | CLA          |
| 27 Feb to 03 Mar | – | CCS          |
| 05 to 06 Mar     | – | All Colleges |

### IMPORTANT:

The name of the student will be included in the Final List of Graduates only when payment of the Graduation fees has been made.

Note : Students who applied to graduate in the previous term (Term 2, AY 2011-12) need not re-apply. Students who applied earlier than the previous term should undergo a new application to graduate. For any questions, please email [registrar@dlsu.edu.ph](mailto:registrar@dlsu.edu.ph)

Expires on: 09 March 2012

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