

***Don't
forget to...***



1. Attend the general orientation, Focus Group Discussions (FGD), or group meetings for all international students.
2. Submit your visa copy and other legal documents on time to avoid hassles/inconvenience. **Delay or failure to submit required legal documentary requirements at the International Center may mean invalidation of your DLSU ID or cancellation of enrollment without refund.**
3. Consult the IS Coordinator at the International Center in case you have any questions or queries.
4. Be a member of UNISTO (United International Students Organization). It's the recognized organization for international students.
5. Visit the International Student page on facebook: [DLSU International Students](#) and [DLSU International Center](#) and the DLSU international students' sites: <http://dlsuis.multiply.com/> & <http://www.dlsu.edu.ph/students/international/> for regular updates and announcements by the

Contact Information

INTERNATIONAL CENTER

Location: **St. Joseph Hall Room 207**

Tel No: **524-4611 Local 289**

Telefax: **525-6727**

E-mail: rhodora.caballero@dlsu.edu.ph
reodel.masilungan@dlsu.edu.ph

De La Salle University
2401 Taft Avenue, Manila, Philippines

International Center
St. Joseph Hall Room 207



CAMPUS GUIDE



**for
International Students**





Updating of legal documents at the INTERNATIONAL CENTER

Did you know that...?



... the office in charge of collecting, maintaining, monitoring and updating the legal documents (such as visa copy, ACR I-Card, Annual Report Receipt, passport, etc...) of all international students (IS) on campus is the **International Center???** The office is located at St. Joseph Hall, Rm. 207.

The above-mentioned legal documents are required by the Bureau of Immigration (BI) and the Commission on Higher Education (CHED) as legal documentary requirements for the international students' continued stay in the University.

The **International Center** ensures that the needs of international students are attended to. The IS Coordinator develops activities to help international students adjust well to University life. Orientation programs, seminars and lectures, campus tour, cultural trips, and regular consultation activities are among the services available for our international students.

To better assist our IS, the Coordinator works closely with other units inside the campus, such as the Office of Student LIFE (for IS involvement in student groups and for

Special Study Permit

(For international students below 18 years old or taking non-degree courses of not more than one school year)

Requirements:

- (a) Duly notarized General Application Form (BI Form MCL-07-01) accomplished by the applicant;
- (b) Notarized letter request from the applicant;
- (c) *Letter of acceptance from the school ; and
- (d) Plain photocopy of applicant's passport bio-page and authorized stay.

** Letter of Acceptance (to be Issued by the IS Coordinator upon completion and submission of the above requirements).*

Place of Application and Fees

The Special Study Permit is being applied at the STUDENT DESK of the Bureau of Immigration, Ground Floor BF Condominium Building Intramuros, Manila.

International students who are using a Special Study Permit or SSP should always have an UPDATED Tourist Visa stamped on their passport to make the SSP valid.

photocopy of the visa to the IS Coordinator.

EXTENSION of Student Visa (9f):

Secure the following documents at the International Center at least two (2) weeks before visa expiration:

- (a) Duly notarized General Application Form (BI Form MCL -07-01);
- (b) *Letter of acceptance from the school OR Certificate of Enrollment for the coming term duly signed by the school registrar;
- (c) Transcript of Records for the last trimester;
- (d) True photocopy of applicant's passport bio-page, latest admission and authorized stay.

**** Letter of Acceptance (to be Issued by the IS Coordinator upon***

and

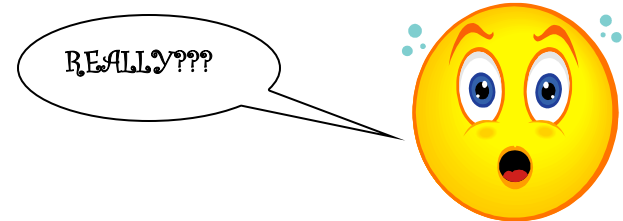


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mission of the above requirements).

- **Your first Student Visa (9f) is valid for one (1) year. Succeeding extensions are valid for six (6) months.**

personal / leadership skills development and enhancement), Lasallian Pastoral Office (for spiritual activities and Lasallian formation), Office of Counseling and Career Services (for psycho-social adjustment and counseling services), Discipline Office (for orientation about rules and regulations on campus, and even outside the campus during official activities), and the Office of the College Vice Deans and College Assistants (for academic advising), among others.



- At De La Salle University, **"SUBJECTS"** are referred to as **"COURSES"** and the area of study as **"PROGRAM"** and not courses.
- Students use the **pre-enrollment system** (where students **enroll on-line** in courses for the following term even before the end of the current term) through their **"my.dlsu" e-mail account**.
- Except for transferees, the pre-enrollment of courses for first year students is done automatically by the Vice Dean or the College Assistant.
- Starting second year, students need to personally choose the courses and enroll on-line.
- Students need to activate their **"my.dlsu"** account as soon as possible to avoid inactivation of said account.

Procedure for On-line Enrollment

Step 1: Account Activation

- Activate your 'my.dlsu' account via — http://my.dlsu.edu.ph/create_account.asp

Step 2: Clearance and Course Offerings

- Log in at <http://my.dlsu.edu.ph>
- View FAQs at www.dlsu.edu.ph/offices/registrar
- Settle clearances not later than the date specified by the Office of the University Registrar (OUR).

Step 3: On-Line Enrollment

- Log in at <http://my.dlsu.edu.ph>
- Follow your **Enrollment** and **Log-In** schedule

Step 4: Claiming of EAF

- Claim your EAF at the Vice Dean's office starting on the date specified by OUR.

Step 5: Payment of tuition and fees

- Present your student **Enrollment Record / Enrollment Assessment Form or EAF** at the Accounting Office before making any payments.
- Non-payment of tuition and fees by the end of Week 2 of the term means removal from list of students officially enrolled.
- You can also pay your tuition at any UCPB branch nationwide.

Problems opening or accessing you're "my.dlsu" account?

The right place to go to is the Information Technology Service (ITS) located at Gokongwei Hall Rm. 305. Its local nos. are 316 or 466. Bring your Official Receipt of tuition and fees for verification purposes.



- containing a clear impression of the school's official dry seal AND a notarized written endorsement from the school for the conversion of the applicant's status signed by the school Registrar;
4. Original copy of Medical Certificate Issued by the Bureau of Quarantine and International Health Surveillance;
5. Plain photocopy of applicant's passport bio-page, latest admission and authorized stay; and
6. NICA Clearance.

Notice of Acceptance & Endorsement Letter

(to be Issued by the IS Coordinator upon completion and submission of the above requirements)

After collecting the above documents for visa conversion, follow the procedures below:

1. Submit your documents to the IS Coordinator at SJ Rm. 207 for checking.
2. After checking, photocopy the documents and submit one (1) set of photocopies to the IS Coordinator.
3. Get from the IS Coordinator your Notice of Acceptance and Endorsement Letter for visa processing.
4. Accomplish the Promissory Note to submit Student Visa and ACR I-Card on the specified due date.
5. Process the student visa conversion at the Bureau of Immigration. After paying for your visa conversion at the BI, photocopy your Official Receipt and submit it to the IS Coordinator.
6. Update your records at the International Center as soon as the student visa is released by submitting a



Remember these...

- You are considered absent from class when you arrived after 20 minutes (*for a 60-min class*) or 30 minutes (*for a 90-min class*) from the beginning of the class period.
- You can be sent-out from class by your teacher for violating classroom policies (like **sleeping during class, rowdy behavior, doing anything not related to the course**, etc).
- Using the chalk and chalkboard, unless with permission from the teacher, is a **minor offense**.
- **Eating and/or drinking** inside the classroom, laboratories, air-conditioned study areas, and in other designated non-eating areas, is not allowed. You will also get a record of minor offense in the DO if you are apprehended by a Discipline Officer (DO).

VISA MATTERS!!!



Documents for STUDENT VISA CONVERSION:

1. Notarized letter of request from applicant;
2. Notarized General Application Form (MCL-07-01);
3. *Original copy of the Notice of Acceptance (NOA)



Need to stop schooling for a while???

You may file for **LEAVE OF ABSENCE (LOA)** at the OUR. If the LOA is within the term, it should be filed at the OUR before the midterm week.

Students on LOA are not enrolled in any course and can only enter the university for official transactions.

For **returnee students** on valid LOA for all the trimesters, enrollment is done at the Vice Dean's Office 2 weeks before the start of the term.

For graduate students (masters & doctoral programs), RESIDENCY is filed in lieu of LOA.

Where can I find my College Vice Dean?



For further inquiries and questions regarding your enrollment, courses or any academic concerns, the right person to approach is your Vice Dean, or your College Assistant.

<u>College</u>	<u>Vice Dean</u>	<u>Office/Local #</u>
RVR- COB	Atty. Christopher Cruz	LS-124 /131
RVR-		
COB/Graduate	Mr. Arnel Onesimo Uy	LS-125 /117
SOE	Dr. Lawrence B. Dacuycuy	LS-221 /380
CCS	Ms. Kai Shan Fernandez	G-102B /300
CED	Dr. Rochelle Lucas	AH-1603 /192
CLA	Dr. Feorillo Petronilo Demeterio III	M214-B /326
COE	Mr. Efren Dela Cruz	V-154B /201
COL	Atty. Rosario Gallo	AH-1207 /286
COS	Dr. Derrick Ethelbherth Yu	WH-204 /521

The De La Salle University Campus Map

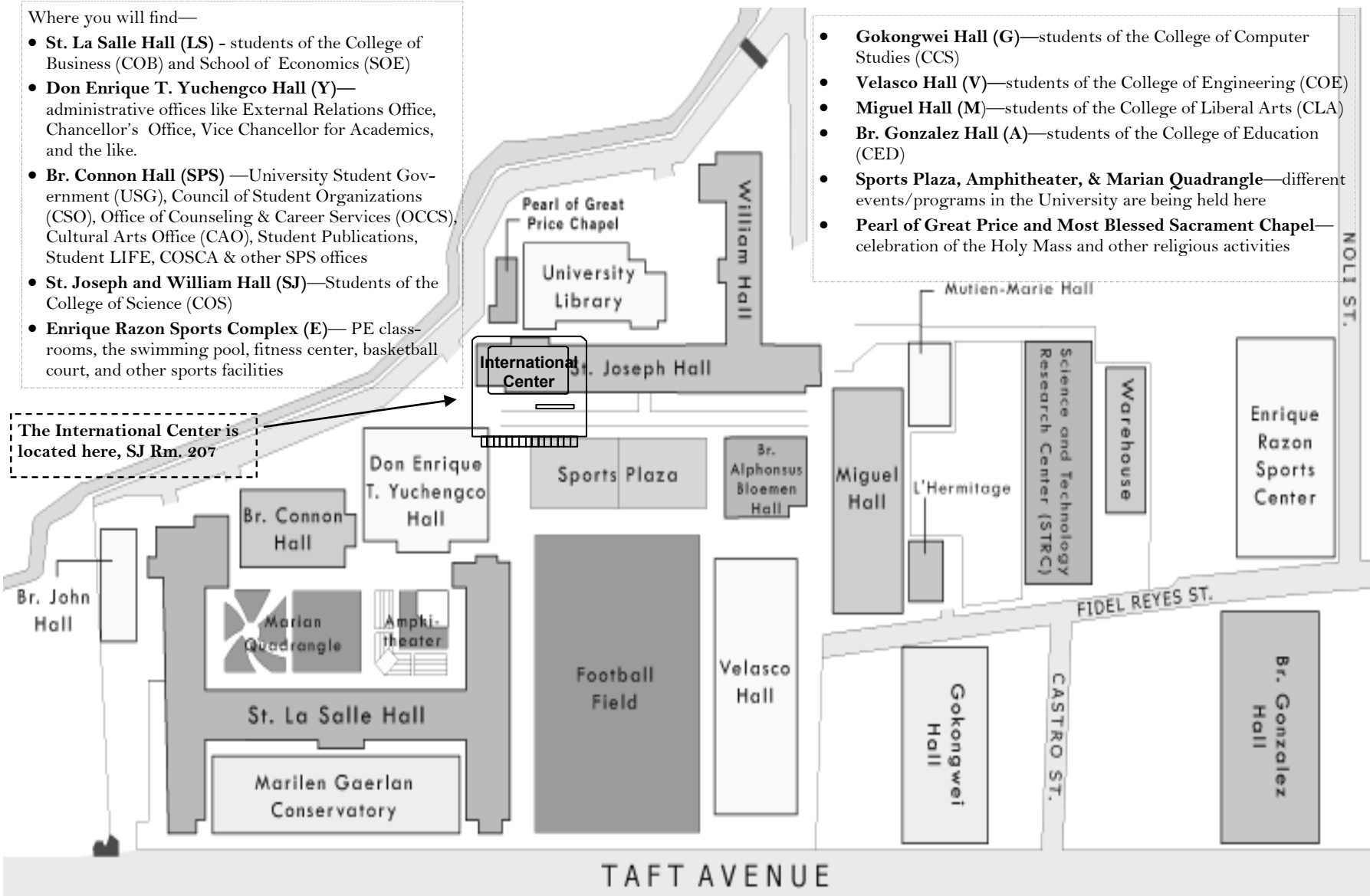
(Source: http://www.dlsu.edu.ph/_images/map_campus.png)

For those of you who are still trying to figure out where to go around the campus, check out the DLSU map below.

Where you will find—

- **St. La Salle Hall (LS)** - students of the College of Business (COB) and School of Economics (SOE)
- **Don Enrique T. Yuchengco Hall (Y)**— administrative offices like External Relations Office, Chancellor's Office, Vice Chancellor for Academics, and the like.
- **Br. Connon Hall (SPS)** —University Student Government (USG), Council of Student Organizations (CSO), Office of Counseling & Career Services (OCCS), Cultural Arts Office (CAO), Student Publications, Student LIFE, COSCA & other SPS offices
- **St. Joseph and William Hall (SJ)**—Students of the College of Science (COS)
- **Enrique Razon Sports Complex (E)**— PE classrooms, the swimming pool, fitness center, basketball court, and other sports facilities

- **Gokongwei Hall (G)**—students of the College of Computer Studies (CCS)
- **Velasco Hall (V)**—students of the College of Engineering (COE)
- **Miguel Hall (M)**—students of the College of Liberal Arts (CLA)
- **Br. Gonzalez Hall (A)**—students of the College of Education (CED)
- **Sports Plaza, Amphitheater, & Marian Quadrangle**—different events/programs in the University are being held here
- **Pearl of Great Price and Most Blessed Sacrament Chapel**—celebration of the Holy Mass and other religious activities



The International Center is located here, SJ Rm. 207