



Office of Admissions
And Scholarships

FRESHMAN CONFIRMATION
Term 1 AY 2020-2021
Schedule and Procedures

TBA
Enter DLSU through Gate 1 (South)

Reminders

1. To ensure a smooth processing of confirmation, applicants should observe strictly the schedule below.
2. The confirmation is intended **to be done only by the applicant** or his/her representative. Only 1 person will be allowed to enter the campus to perform the transaction.
3. Applicants with incomplete requirements will be allowed to confirm but will be considered **“conditionally admitted”** until he/she has submitted the complete requirements.
4. For Non-Filipino citizens, a clearance from the International Center must be obtained prior to confirmation.

Schedules

Applicant/College	Date	Time			
		08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
NOTE: Students who will confirm outside their College Schedule may be accommodated any day within the Confirmation period but only on the hours of 4:00pm – 5:00pm.					
College of Science	11 August 2020 (Tuesday)	Last Name A to C with time slots	Last Name D to K	Last Name L to P	Last Name Q to Z
Ramon V. del Rosario College of Business	12 August 2020 (Wednesday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
	13 August 2020 (Thursday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z
Gokongwei College of Engineering	14 August 2020 (Friday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
	15 August 2020 (Saturday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z
College of Liberal Arts	17 August 2020 (Monday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
	18 August 2020 (Tuesday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z
College of Computer Studies	19 August 2020 (Wednesday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
Br. Andrew Gonzalez College of Education	20 August 2020 (Thursday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
School of Economics	22 August 2020 (Saturday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z



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Applicant/College	Date	Time			
		08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
Late Confirmation All Colleges	24-25 August 2020 (Monday - Tuesday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z

Laguna Campus

Applicant/College	Date	Time			
		08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
<p>Freshman Enrollment Confirmation shall be held at the DLSU Laguna Campus at the Multi-Purpose Hall, 2nd Floor, Milagros Del Rosario Building from 8:00am – 4:00pm</p> <p>Note: Students with DLSU Laguna as chosen campus may also confirm at DLSU-Manila but only on the hours of 4:00 – 5:00pm</p>					
All Colleges (with DLSU Laguna as chosen campus)	26 August 2020 (Wednesday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z



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Please see next page for **preliminary PROCEDURES and REQUIREMENTS** for

- International Students
- Students with Dual Citizenship
- Filipinos Born Abroad

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Reminders

1. Applicants who have paid online or over the counter at the banks within the payment deadline will skip Step 1 and proceed to the designated areas for Steps 2, 3 and 4.
2. Applicants who have not paid online/bank will go through the whole process.

General Procedures

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
1	Cash Payment of Non-Refundable Confirmation Fee (Ph 10,000.00)	Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation, white and yellow copies)	<ul style="list-style-type: none"> • Checks are not accepted • The Confirmation Fee will be credited to the tuition and fees if enrolled on Term 1 of AY 2020-2021. Otherwise, it is non-refundable and will cover administrative costs.
2	Submission of required documents	<ol style="list-style-type: none"> 1. Two (2) Payment Acknowledgement Slip (System Generated for those who paid the Confirm fee online or OTC within the deadline) OR DLSU Official Receipt (for those who paid in the Venue) 2. Letter of Acceptance from DLSU 3. Original and One (1) Photocopy of the Report Card <p>Note: Applicant from Connect Ed Schools who wish for their subjects to be credited, please submit a copy of you complete Grade 11 Report Card/TOR</p> <ol style="list-style-type: none"> 4. Authenticated / Apostilled copy of the Official Transcript of Records (only for Filipinos and Non-Filipinos who studied in schools outside the Philippines) 	<p>Stamped Letter of Acceptance from DLSU</p> <p>or</p> <p>Payment Acknowledgement Slip (for applicants who paid online)</p>	<ul style="list-style-type: none"> • High School Graduates with 1st and 2nd Semester Report Cards must ensure that both Report Cards are signed by the designated Signatories (either Principal or HS Registrar) • High School Graduates with 1st and 2nd Semester Report Cards must provide photocopies for both Report Cards • High School graduates before AY 2019-20 must submit a Declaration as a New Student form • All graduates from International Schools abroad must submit an authenticated Completed Transcript of Records • Admission status of high school graduates of schools not included in DepEd Order No. 42, s. September 8, 2015 Version 2 is conditional and subject to the school's submission of necessary certificate • Applicants with DUAL Citizenship must submit a copy the Recognition or Re-acquisition Letter as Filipino Citizen if they wish to carry their Filipino citizenship



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		<ol style="list-style-type: none"> 5. Original SAT Results (only for Applicants who used SAT as admission credential) 6. Photocopy of Diploma (only for foreign students) 7. Two (2) Recommendation Letters (DLSU form) 8. Original copies of the following: <ol style="list-style-type: none"> 8.1 NSO/PSA Birth Certificate (for Filipino Citizens) 8.2 Original and One (1) Photocopy of the valid / unexpired Passport (for foreign citizen) 8.3 Photocopy of the Foreign and Philippine passports (for dual citizens) 9. Visa Clearance from International Center (For International Students and Filipino Dual Citizens without substantial proof of Filipino citizenship) 10. Statement of Undertaking (only for Reconsidered Applicants) 11. Declaration as New Student (only for Applicants who graduated before AY 2019-2020) 		
3	<p>Claiming of Enrollment Confirmation Slip</p> <p>and</p> <p>Enrollment Schedules and Procedures</p>	DLSU Official Receipt (for confirmation)	<ol style="list-style-type: none"> 1. Enrollment Confirmation Slip 2. Enrollment Schedule and Procedures 	
4	ID Picture Taking	Enrollment Confirmation Slip		<ul style="list-style-type: none"> • The required attire for male is plain polo with tie while the required attire for female is any blouse or dress with collar and sleeves. • All students are required to wear clothing that will contrast against a beige background



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				<ul style="list-style-type: none">• The ID In-charge will refuse to take the picture of students who will not comply with the required attire.• The IDs will be distributed on enrollment day
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Important Reminders

1. Test Results are valid for one (1) Academic Year.
2. Applicants with Incomplete Confirmation Requirements will be considered “**Conditionally Enrolled**” and will be given one (1) term to submit all lacking requirements
3. Report Cards with erasures and alterations must be accompanied by a **Certification of Authenticity** from the High School Registrar.
4. The Recommendation Letter must be issued by the Principal, Guidance Counselor, Class Adviser or Subject teachers.
5. The **Original and Complete Transcript of Records** must be **authenticated / apostilled** by the Philippine Embassy in the country where the school is located. If the Transcript of Records is not yet complete, we will be requiring the submission of complete transcript original Transcript of Records.
6. International students, students with Dual Citizenship, and Filipinos born abroad must have secured their **VISA Clearance** from the International Center prior to Confirmation.

Electronic Forms and Resources

Recommendation Letter form

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-recommendation-2016-2017.pdf

Declaration as a New Student form

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf

Statement of Undertaking

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-statement-of-undertaking.pdf



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Applicable for:

- International Students
- Filipino Dual Citizens/
Filipinos Born Abroad
WITHOUT PROOF OF
FILIPINO CITIZENSHIP

>>> TO BE DONE BEFORE STEP 1 OF GENERAL PROCEDURES <<<

(MUST be done on a different day before the confirmation schedule)

IMPORTANT GUIDELINES AND PROCEDURES:

1. **All non-Filipino students admitted to DLSU must have a valid visa or permit to study as mandated by the law.** Please refer to the resource link below for the list of visas accepted for study at DLSU. Other visas not included on the list will be subjected for evaluation and approval.
2. The Office of the Vice President for External Relations and Internationalization (OVPERI), through the **International Center (IC)**, evaluates and determines the validity of visa acceptable for study and assists the International Student (IS) in processing his/her application for Student Visa Conversion or Special Study Permit (SSP) at the Philippine Bureau of Immigration (BI). **The IC is located at the Rm. 207, 2nd Floor, St. Joseph (SJ) Hall with office hours of 8:00 am to 5:00 pm from Mondays to Fridays.** For inquiries, you may call (+632) 8524-4611 (local 289) or 85256727 or send an email to erio@dlsu.edu.ph.
3. **Visa Clearance**, an official document or form issued by the IC, must be obtained by the IS-applicant before his/her scheduled confirmation for enrolment. It will be issued upon presentation of original copy/ies and submission of photocopy/ies of the initial documentary requirements.
4. For International Student (IS)-applicant holding a **Temporary Travel or Tourist Visa (9A)**, please refer below for the initial list of "Documentary Requirements" to be submitted at the International Center prior the scheduled confirmation:
 - a. Official DLSU Acceptance Letter (photocopy)
 - b. Original passport with valid Tourist Visa (for verification purposes only)
 - c. Passport bio-page, stamps of Tourist visa and latest arrival (photocopy)
 - d. Official Receipt of Payment for Student Visa Fee (Php14,700)/Special Study Permit (Php9,000)
 - e. Notarized Statement of Visa Compliance (available at the International Center)
 - f. Two (2) duly accomplished Consolidated General Application Forms (CGAF) {refer to the link below for electronic form and must be printed back to back in long bond paper}
 - g. IC Application Form for Visa and Permit (refer to the link below for electronic form)
 - h. Personal Data Sheet for International Students (refer to the link below for electronic form)
 - i. Three (3) pieces of 2x2 colored pictures with white background

Additional documentary requirements must be processed and submitted by the IS-applicant during the **Week 2 of the Term** at the IC are as follows:

- a. National Bureau of Investigation (NBI) Clearance (for IS with Student Visa Conversion application only)
- b. Bureau of Quarantine Medical Clearance (for IS with Student Visa Conversion application only)
- c. Original Passport with at least 59 days of Tourist Visa (both for IS with Student Visa Conversion and SSP application)



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5. For IS-applicant holding a **valid Student Visa** issued by another Philippine Higher Education Institution (HEI), please refer below for the list of documentary requirements to be submitted:
- a. Official DLSU Acceptance Letter (photocopy)
 - b. Original passport with valid Student Visa stamp (for verification purposes only)
 - c. Passport bio-page and visa stamp (photocopy)
 - d. Valid Alien Certificate of Registration Information (ACR-I) Card (original for verification purposes and photocopy)
 - e. Certified True Copy of Transcript of Records
 - f. Certified True Copy of Certificate of Eligibility to Transfer
 - g. Letter of Explanation addressed to the CHED OSDS and BI Commissioner (template may be provided by IC)
 - h. Latest Annual Report Receipt (photocopy)
 - i. Notarized Statement of Visa Compliance (available at the International Center)
 - j. Personal Data Sheet for International Students (refer to the link below for electronic form)
 - k. One (1) piece of 2x2 colored picture

For IS-applicant holding **expired Student Visa** issued by another Philippine HEI, please refer below for the list of documentary requirements to be submitted:

- a. Official DLSU Acceptance Letter (photocopy)
- b. Original passport with valid Student Visa stamp (for verification purposes only)
- c. Passport bio-page and visa stamp (photocopy)
- d. Official Receipt of Payment for Student Visa Extension Fee (Php16,200)
- e. Alien Certificate of Registration Information (ACR-I) Card (original)
- f. Certified True Copy of Transcript of Records
- g. Certified True Copy of Certificate of Eligibility to Transfer
 - a. Letter of Explanation addressed to the CHED OSDS and BI Commissioner (template may be provided by IC)
- h. Latest Annual Report Receipt (photocopy)
- i. Notarized Statement of Visa Compliance (available at the International Center)
- j. Two (2) duly accomplished Consolidated General Application Forms (CGAF) {refer to the link below for electronic form}
- k. Personal Data Sheet for International Students (refer to the link below for electronic form)
- l. Three (3) pieces of 2x2 colored picture with white background



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6. For IS-applicant holding **other types of visa** (Native Born, 9G, SRRV, SIRV, etc.), please refer below for the list of documentary requirements to be submitted:
- Official DLSU Acceptance Letter (photocopy)
 - Original passport with valid visa stamp (for verification purposes)
 - Passport bio-page and visa page/s (photocopy)
 - Valid Alien Certificate of Registration Information (ACR-I) Card (original for verification purposes and photocopy)
 - Latest Annual Report Receipt (photocopy)
 - Notarized Statement of Visa Compliance (available at the International Center)
 - Personal Data Sheet for International Students (refer to the link below for electronic form)
 - One (1) piece of 2x2 colored picture with white background

Note: IS-applicant with pending visa application at the Bureau of Immigration (BI) must submit a proof of pending application from the BI such as certification or copy of official receipt of payment in order to obtain Visa Clearance.

7. **Filipino Dual Citizen or Filipino born abroad WITHOUT substantial proof of Filipino citizenship** will be classified as an International Student. Hence, he/she must secure a Visa Clearance at IC before his/her scheduled confirmation for enrolment and will be required to apply for Student Visa or Special Study Permit. In order to be classified as Filipino student, substantial proof of Filipino citizenship includes **Identification Certificate and/or Certificate of Re-Acquisition/Retention of Filipino Citizenship** issued by the Philippine Bureau of Immigration and **valid Philippine passport** issued by the Department of Foreign Affairs.

Resources and Electronic Forms

List of Acceptable Visas for Study at DLSU

http://www.dlsu.edu.ph/students/international/how_to_apply/valid-visa.asp

General Consolidated Application Form (BI Form) for Student Visa and Special Study Permit

http://xsite.dlsu.edu.ph/students/international/_pdf/general-application-form-student-visa.pdf

Personal Data Sheet for International Students

<http://www.dlsu.edu.ph/students/international/requirements/personalinfo.pdf>

IC Application Form for Student Visa Conversion and Special Study Permit

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/students/international/ic-form-consolidated-9f-ssp-2018.pdf>

As of 11May 2020 gtc