



Office of Admissions  
And Scholarships

*Important Note: If you opted to continue to enroll for Term 1, AY 2020-2021 or you have already decided to withdraw your admission, please disregard this email.*

Warm Lasallian greetings!

We wish to inform you that you may now submit your complete and original enrollment requirements to the Office of Admissions and Scholarships via our accredited courier companies LBC (for local) and DHL (international). Deadline of sending the requirements is on **October 10, 2020**.

Please take note of the important reminders below before sending your enrollment requirements:

1. Make sure that you submit the complete, original hardcopy of the required enrollment requirements listed on this link:

**<http://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-T31920-enrollment-guide-materials.pdf>**

2. Place all the requirements in a sturdy, long transparent plastic or expandable envelope properly labelled with the following information:

- 2.1 Sender Details: (1) Last Name, First Name, Middle Name  
(2) ID Number  
(3) Degree Program Code/College  
(4) Complete Address

2.2 Recipient Details: **Office of Admissions and Scholarships (UNDERGRADUATE)**  
2nd Floor, Henry Sy Sr. Hall  
De La Salle University  
2401, Taft Avenue, Malate Manila 1004  
Philippines

3. Follow LBC/DHL's instruction on how to monitor/track your documents. You may refer to their website or you may ask the personnel of the courier branch how to track your documents during your transaction with them.

4. You will receive an email acknowledging receipt of your requirements once our personnel has received and evaluated your requirements. An advice will also be sent in case there are lacking requirements or if there are any problems on the documents you submitted. You will be given a deadline to submit the lacking requirements, if any.

5. In cases of incomplete submission of the requirements, your enrollment for the succeeding term will be placed on hold. Your conditional enrollment to the University may also be forfeited if you cannot submit the requirements within the deadline.

For concerns and questions, please email us at [admission.requirements@dlsu.edu.ph](mailto:admission.requirements@dlsu.edu.ph) with subject title: Enrollment Requirements Concerns, ID120 Term 3AY1920.

Please be guided accordingly.

Thank you.



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## **LIST OF ADMISSION CREDENTIALS REQUIRED FOR FRESHMAN ENROLLMENT **ID120 Freshmen (Term 3, AY 2019-2020 Intake)****

1. Two (2) copies of Confirmation Payment Acknowledgement Slip (for those who paid online or over-the-counter at the bank)  
  
or DLSU Official Receipt (for those who paid the confirmation fee at DLSU)

2. Letter of Acceptance from DLSU
3. Original and one (1) photocopy of the Grade 12 Report Card (Form 138) for all semesters, duly signed by the Principal/Registrar

Note: Applicants from ConnectEd schools with subjects to be credited, please submit a photocopy of your complete Grade 11 Report Card/Transcript of Records.

4. Two (2) Recommendation Letters in DLSU format

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[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-recommendation-2016-2017.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-recommendation-2016-2017.pdf)

5. Proof of identity and citizenship:
  - Original NSO/PSA Birth Certificate (for Filipino Citizens)
  - Original and one (1) photocopy of the valid / unexpired passport (for foreign citizens)
  - Photocopy of the foreign and Philippine passports (for dual citizens)
6. Duly accomplished and signed Statement of Responsibilities accessible via:

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-statement-of-responsibilities.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-statement-of-responsibilities.pdf)

7. Undergraduate Non-Fraternity Contract Form accessible via:

<http://www.dlsu.edu.ph/offices/osa/sdfo/ug-non-fraternity.asp>

8. Drug Testing Waiver Form accessible via:

<https://www.dlsu.edu.ph/wp-content/uploads/2018/06/drug-test-waiver-form.pdf>



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### **Additional Requirements for specific groups:**

- 1) For reconsidered applicants:
  - Statement of Undertaking accessible (form will be emailed to the applicant)
- 2) For applicants who graduated before AY 2019-2020:
  - Declaration as a New Student accessible via:  
[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-declaration-as-new-student.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf)
- 3) For applicants who used SAT as admission credential:
  - Original SAT Results
- 4) For applicants who studied in schools outside the Philippines:
  - Authenticated/Apostilled copy of the Official Transcript of Records
- 5) For applicants with dual citizenship:
  - Photocopy of Recognition or Reacquisition Letter as Filipino Citizen, if they wish to carry their Filipino citizenship
- 6) For non-Filipino applicants:
  - Clearance from International Center (for international students and Filipino dual citizens without substantial proof of Filipino citizenship)

Please refer to details on how to obtain the clearance from this link:

<http://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-T31920-enrollment-guide-materials.pdf>

- Photocopy of Diploma

**Note:** Admission status of high school graduates from 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



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## Electronic Forms and Resources

### **Recommendation Letter Form**

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-recommendation-2016-2017.pdf](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](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf)

### **Statement of Responsibilities**

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-statement-of-responsibilities.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-statement-of-responsibilities.pdf)

### **Statement of Undertaking (for Reconsidered Applicants)**

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-undertakingID120T31920.pdf>

### **Undergraduate Non-Fraternity Contract Form**

<http://www.dlsu.edu.ph/offices/osa/sdfo/ug-non-fraternity.asp>

### **Drug Testing Waiver Form**

<https://www.dlsu.edu.ph/wp-content/uploads/2018/06/drug-test-waiver-form.pdf>