GRADUATE APPLICATION REMINDERS

To complete the application process, please refer to some important reminders enumerated below:

1. The “Transfer Credentials” (formerly referred to as “Honorable Dismissal”) is a document certifying that a student has no pending accountabilities with a Philippine-based university or college he/she last attended and is eligible for transfer to another educational institution. The Transfer Credentials or Honorable Dismissal may be secured from the Registrar’s Office of the LAST UNIVERSITY/COLLEGE attended by the applicant.

The Transfer Credentials is the only document that may be submitted on or before confirmation of enrollment. Once the applicant is accepted, the Transfer Credentials will be made a hard requirement.

If the university does not issue a Transfer Credential/Honorable Dismissal, a Certificate of Non-Issuance of Transfer Credentials will be required.

2. Applicants who reschedule their testing assignment will be charged a P200.00 re-scheduling fee.

3. The test results form part of the submitted documentary requirements for review. The results of the DLSU Graduate Admission Test are classified/confidential and cannot be discussed or shown to the examinee at any point.

4. CALCULATORS may be allowed in the following programs during the subject test portion of the DGAT: (a) MS/MST Biology, (b) MS/MST Chemistry, (c) MS/MST Physics, (d) MS in Accountancy, and (e) all engineering graduate programs.

5. Incomplete documents will not be endorsed to the department for further evaluation and interview.

6. Applicants will be contacted by the academic department’s Office Assistant by phone and/or email if an interview is needed. The Office Assistant will use the contact numbers indicated on the application form. Please take note that not all applicants will be asked to appear for an interview.* Kindly direct all interview-related queries to the academic department.
*The College of Computer Studies and the College of Science do not conduct interviews.*

7. Release date of admission results will be posted on this link: 
   http://www.dlsu.edu.ph/admissions/graduate/procedures/default.asp

8. Status letters will be emailed to the applicant using the email address specified on the Online Application Form.

   *Results of application for scholarship and financial assistance will be simultaneously posted on the letter of acceptance that will be emailed to successful applicants.*

9. Qualified applicants with incomplete requirements will be asked to defer enrollment.

   Effective Academic Year AY 2016 - 2017, reprocessing of applications for programs offered once every academic year including the JDCTR program of the College of Law will no longer be allowed. Those who previously deferred enrollment will be asked to submit a new application, pay the application fee and retake the test.

10. If the applicant decides to defer enrollment after being admitted to the program, s/he is advised to take note of the following instructions:

    (10.1) DO NOT pay the non-refundable confirmation fee

    (10.2) fill out the Graduate Admissions Deferment/Reprocessing Form (link: http://www.dlsu.edu.ph/admissions/graduate/_pdf/deferment-of-enrollment.pdf) and submit to the Office of Admissions and Scholarships.

For further inquiries please contact us at admissions@dlsu.edu.ph with the Subject Heading "INQUIRY ON GRADUATE APPLICATION". You may also check our website at http://www.dlsu.edu.ph/admissions/graduate/procedures/default.asp for important updates and advisories.