APPLICATION TO GRADUATE
(UNDERGRADUATE STUDENTS ONLY – INCLUDING STC STUDENTS)
AY 2017-18, Term 1

To apply to graduate, please follow the steps below:

STEP 1: CHECK YOUR CURRICULUM AUDIT (11 Sep to 05 Oct ‘17)
Please check your Curriculum Audit (through MLS):
All items must be checked. If you took a course which has a different course code, please
process a Course Crediting Form. Students with below 25 units remaining in the
curriculum audit can proceed with the next step.

STEP 2: ACCOMPLISH EXIT SURVEY (09 Oct to 04 Nov ‘17)
Log in to your DLSU gmail account and visit the link https://goo.gl/KIuaat
Mondays to Fridays (0800-2000); Saturdays (0800-1200). Click ‘Tutorial for students’ for
procedures. Only those who are successful in completing the survey can proceed
with the next step.
Note: Please do not skip an item in answering the exit survey.

STEP 3: ON-LINE ‘APPLY TO GRADUATE’ (13 Nov to 02 Dec ‘17)
Visit http://my.dlsu.edu.ph Mondays to Fridays (0800-1900) Saturdays
(0800-1200) Click ‘Apply to Graduate’.
A confirmation e-mail will be sent to the e-mail address provided in the online ATG. Please check your e-mail to confirm that your application has been successful.

STEP 3B: CORRECTION OF RECORDS (13 Nov to 02 Dec ‘17)
Please send an e-mail to registrar@dlsu.edu.ph for correction of records.

STEP 4: RELEASE OF ASSESSMENT OF FEES (27 Nov to 15 Dec ‘17)
• An e-mail will be sent to the e-mail address provided by the student
during the online ATG
• Please follow the instruction in the e-mail.

STEP 5: PAYMENT OF FEES (27 Nov to 23 Dec ‘17)
(a) Pay the assessed amount not later than 23 Dec 2017
(b) Please print the Schedule of Graduation Related activities through this link:
http://www.dlsu.edu.ph/offices/registrar/schedules/default.asp
Note: Students who applied to graduate during the previous term still need to process the online application to graduate (ATG) this term. Please follow Steps 1-4 above. During reapplication, if a confirmation number appears even before accomplishing the online ATG (Step 3), this means that your previous application had been successfully reactivated.
For any question, please email registrar@dlsu.edu.ph

IMPORTANT:
Student’s name will be included in the Tentative List of
Graduates that will be posted on
(http://www.dlsu.edu.ph/offices/registrar/graduates_list/181.pdf)
only when payment of the graduation fees has been made.

Expires on 27 Dec 2017
Get announcements from the DLSU Academic Services Group through:
www.facebook.com/dlsu.academicservicesgroup