



## **LIST OF CONFIRMATION REQUIREMENTS (Term 3, AY 2020-2021 and Term 1, AY 2021-2022)**

1. ENROLLMENT CONFIRMATION SLIP (generated thru <http://my.dlsu.edu.ph/students/DCATResult/>)
2. PROOF OF CONFIRMATION FEE PAYMENT (Payment Acknowledgment Slip/Copy of Bank Validated Slip/DLSU OR/Scholarship Award Letter)
3. COPY OF OFFER LETTER (downloadable at <http://my.dlsu.edu.ph/students/DCATResult/>)
4. COMPLETE GRADE 12 REPORT CARD - Form 138 (Please provide complete grades for all semesters/terms/quarters)
5. AGREEMENT FORM FOR COMPLETION OF REQUIREMENTS (downloadable at <https://www.dlsu.edu.ph/wpcontent/uploads/pdf/oas/undergraduate/completion-of-requirements-agreement-form.pdf>)
6. PROVISIONAL CLEARANCE FROM DLSU INTERNATIONAL CENTER (only for Non-Filipino citizens)
7. STATEMENT OF RESPONSIBILITIES (downloadable at <https://www.dlsu.edu.ph/wpcontent/uploads/pdf/oas/undergraduate/admission-statement-of-responsibilities.pdf>)
8. [For Reconsidered Applicants] STATEMENT OF UNDERTAKING (downloadable at <https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-undertaking.pdf> )

Non-Filipino applicants may contact [erio@dlsu.edu.ph](mailto:erio@dlsu.edu.ph) to obtain their provisional clearance from the DLSU International Center. The provisional clearance is required as part of the temporary confirmation requirements.

Important Note: You are not yet required to submit hardcopies of your admission credentials since we will temporarily collect scanned versions of the documents. Please note, however, that you are automatically tagged "Conditionally Admitted" until such time that you can submit your complete and original admission credentials to the Office of Admissions and Scholarships (OAS).

The schedule and procedures of submission of original copies of documents will be announced via DLSU Helpdesk

9. For Confirmation and Enrollment concerns kindly accomplish the Google form by accessing the link: <https://forms.gle/BDYLwA8ZRMwiSHDj7>



## CONFIRMATION SCHEDULES AND PROCEDURES

Please follow the step-by-step procedures and schedules below to confirm your enrollment for Term 1, AY 2021-2022:

STEP	PARTICULARS	SCHEDULE
1. PAYMENT OF NON-REFUNDABLE CONFIRMATION FEE	<p>Pay the Non-Refundable P10,000 confirmation fee through <a href="https://my.dlsu.edu.ph/students/DCATResult/">https://my.dlsu.edu.ph/students/DCATResult/</a>.</p> <p>Notes:</p> <p>For Dragonpay payment method, please follow strictly the instructions provided by Dragonpay to avoid problems in the clearing process.</p> <p>After payment, please upload a copy of the bank validated slip/online proof of payment via <a href="https://forms.gle/LGfY9WxnsXBm4NYH9">https://forms.gle/LGfY9WxnsXBm4NYH9</a></p>	July 17 – 23  (No Extension)
2. ACCESS AND DOWNLOAD THE ENROLLMENT CONFIRMATION SLIP	<p>After 3-5 days from payment of confirmation fee, access <a href="https://my.dlsu.edu.ph/students/DCATResult/">https://my.dlsu.edu.ph/students/DCATResult/</a> and click the “ENROLL FOR TERM 1, AY 2021-2022” button. The Enrollment Confirmation Slip will be automatically downloaded once the button is clicked.</p> <p>Notes:</p> <p>Only qualified applicants who have paid the non-refundable P10,000 confirmation fee will be allowed to confirm their enrollment through the system. If the “ENROLL” button does not appear on your screen, it means that your confirmation payment is not yet cleared.</p>	
3. UPLOAD COMPLETE ENROLLMENT REQUIREMENTS	<p>Follow the instructions in the <b>Enrollment Confirmation Slip</b> which will be automatically generated by the system. This slip will contain your DLSU student ID number, college, degree program, and the <a href="#">link</a> where you can upload scanned copies of your confirmation and enrollment requirements.</p> <p>An enrollment advisory will be sent to you through email once your requirements have been checked and validated.</p> <p>Please see list of requirements here: <a href="https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/freshman-guide-ay21-22.pdf">https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/freshman-guide-ay21-22.pdf</a></p>	

