

UNDERGRADUATE SHIFTING | TERM 1, AY 2025-2026

(Internal and External Shifting)

GENERAL POLICIES ON SHIFTING

- Ineligible students may apply for shifting subject to the approval of the accepting department.
 - An applicant must have a residency of **two (2) completed terms in the current program**
 - The approval of the application to shift depends on the following:
 - Acceptance (for internal/external shifting) by Accepting Department/College
 - Shifting fees include the following:
 - Application fee including Transcript of Records – PhP500.00
 - College Processing Fee – PhP50.00

Note: (Download the [Shifting Fee Assessment](#) and pay at DLSU cashier only)
 - Colleges and departments may have additional requirements and policies.
 - Students may shift to programs offered either in the Manila or Laguna campuses.
 - The online form must be accessed once per term. Thus, the student is expected to have verified that the program applied for is offered in the following term.
 - Each student can only apply for a maximum of two (2) programs per term.
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SCHEDULE OF ACTIVITIES

STEPS	DATES	PROCEDURES
1. Check Clearance in Animo.sys	Aug 12, 2025 – Aug 31, 2025	<ul style="list-style-type: none">Students are to check clearance in Animo.sys.The shifting application and payment (considered non-refundable) will be deemed CANCELLED WITHOUT REFUND if a hold status was incurred during the processing of the shifting application.
2. Access the Online Form and upload of payment	Sep 01, 2025 (08:00 AM) – Sep 20, 2025 (08:00 PM)	<ul style="list-style-type: none">Students must download the Shifting Fee Assessment using a DLSU Gmail account.Students must pay the shifting application at the DLSU cashier only and upload the Official Receipt issued by the Cashier/FAO.<ul style="list-style-type: none">✓ Amount to be paid (Php 550.00 per shifting application)✓ Shifting application fee is considered non-refundableStudent to access and fill out the applicable online Google form of his/her current CollegeStudent to seek permission from his/her Parent/Guardian on Record (PGOR) regarding application for shifting.Students attach a valid ID of Parent/Guardian on Record (PGOR) on the Google form.

- The form may be accessed through the applicable link below:

BAGGED	▪ Shifting BAGCED
CCS	▪ Shifting CCS
CLA	▪ Shifting CLA
COS	▪ Shifting COS
GCOE	▪ Shifting GCOE
RVRCOB	▪ Shifting RVRCOB
SIS (formerly Laguna)	▪ Shifting Laguna
SOE	▪ Shifting SOE

Reminder:

When the student has already shifted into two programs/degrees, he/she is no longer allowed to change to another program.

Note: *Students applying to the Applied Corporate Management must coordinate with the Management and Organization Department regarding the Qualifying exam*

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STEPS		DATES	PROCEDURES
3.	Evaluation of the Sending or Current College APOs	Sep 02, 2025 – Sep 20, 2025	<ul style="list-style-type: none"> The student's current College APOs shall evaluate the application for shifting.
4.	2: Endorsement of the Sending or Current College Assoc Dean	Sep 29, 2025 – Oct 04, 2025	<ul style="list-style-type: none"> The student's application for shifting shall be forwarded to the current College Department Chair for endorsement.
5.	1: Evaluation of Accepting Department Chair	Oct 06, 2025 – Oct 18, 2025	<ul style="list-style-type: none"> Shifting applicants/students shall be informed if the application is disapproved otherwise, it will be forwarded to the Accepting Department /College or School.
	2: Approval from Accepting Department Chair		Note: Internal and External shifting will be for approval of the Accepting department Chair/Vice Chair
6.	Release/ Posting of Shifting Results	Oct 20, 2025 – Oct 25, 2025	<ul style="list-style-type: none"> The Academic Department must release the result, and shifting applicants/students shall be informed via email or an announcement once their application has been decided. Students with two approved applications must inform the Department/College which application will be canceled, or else the 1st program will be considered as the final choice.
7.	Check Degree Program in MLS Account	Nov 22, 2025	<ul style="list-style-type: none"> The degree code of the approved program must be reflected otherwise, please send an email to registrar@dlsu.edu.ph Enroll in courses for the approved program during the online enrollment period. The schedule is posted at https://www.dlsu.edu.ph/offices/registrar/schedules/ An email from OUR will be sent once the approved shifting is processed