



External Relations and Internationalization Office (ERIO)
INTERNATIONAL CENTER



CAMPUS GUIDE

**for International Students
AY 2014-2015**

<http://www.dlsu.edu.ph/students/international/>

Updating of legal documents at the INTERNATIONAL CENTER

Did you know
that...?



... the office in charge of collecting, maintaining, monitoring and updating the legal documents (such as visa copy, Special Study Permit (SSP), ACR I-Card, Annual Report Receipt, passport, etc...) of all international students (IS) on campus is the **International Center (IC)???** It is a unit under the Office of the External Relations & Internationalization. IC is located at St. Joseph Hall, Rm. 207.

The International Center ensures that the needs of international students are attended to. IC prepares and organizes developmental programs and special services to help international students adjust well to University life. Orientation programs, seminars and lectures, campus tour, cultural trips, and regular consultation activities are among the services available for our international students. IC has student volunteers, called the **IC BUDDIES** who assist international students when they visit and transact at IC.

To better assist our IS, our office works closely with other units inside the campus, such as the Office of Student LIFE (for IS involvement in student groups and for per-



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Email us: erio@dlsu.edu.ph

Don't forget to...



1. Attend the general orientation, Focus Group Discussions (FGD), or group meetings for all international students.
2. Submit your visa copy and other legal documents on time to avoid hassles/inconvenience. **Delay or failure to submit required legal documentary requirements at the International Center may mean invalidation of your DLSU ID or cancellation of enrollment without refund.**
3. Consult the IS Advisor at the International Center in case you have any questions or queries.
4. Be a member of UNISTO (United International Students Organization). It's the recognized organization for international students.
5. Visit the International Student page on facebook: [DLSU International Center](#) and the DLSU website for International Students at <http://www.dlsu.edu.ph/students/international/> for regular updates and announcements by the office.

Contact Information

INTERNATIONAL CENTER

Location: **St. Joseph Hall Room 207**

Tel No: (02) **524-4611 Local 289**

Telefax: (02) **525-6727**

E-mail: **erio@dlsu.edu.ph**

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sonal / leadership skills development and enhancement), Lasallian Pastoral Office (for spiritual activities and Lasallian formation), Office of Counseling and Career Services (for psychosocial, emotional adjustment concerns and counseling services), Student Discipline Formation Office (for orientation about rules and regulations on campus, and even outside the campus during official activities), and the Office of the College Vice Deans and Administrative Officers (for academic advising), among others.

FACTS...

- At De La Salle University, "**SUBJECTS**" are referred to as "**COURSES**" and the area of study as "**PROGRAM**" and not courses.
- Students use the **pre-enrollment system** (where students **enroll on-line** in courses for the following term even before the end of the current term) through their "**my.dlsu**" **e-mail account**, now through the **animo.sys**
- Except for transferees, the pre-enrollment of courses for first year students is done automatically by the office of the Vice Dean.
- Starting second year, students need to personally choose the courses and enroll on-line.
- Students need to activate their "**my.dlsu**" account as soon as possible to avoid inactivation of said account.

P rocedure for On-line Enrollment

Step 1: Account Activation

- Activate your 'my.dlsu' account via — http://my.dlsu.edu.ph/create_account.asp

Step 2: Clearance and Course Offerings

- Log in at <http://my.dlsu.edu.ph>
- View FAQs at www.dlsu.edu.ph/offices/registrar
- Settle clearances not later than the date specified by the Office of the University Registrar (OUR).

Step 3: On-Line Enrollment

- Log in at <http://my.dlsu.edu.ph> or to your **animo.sys** account
- Follow your **Enrollment** and **Log-In** schedule

Step 4: Claiming of EAF

- Claim your EAF at the Vice Dean's office starting on the date specified by OUR.

Step 5: Payment of tuition and fees

- Present your student **Enrollment Record / Enrollment Assessment Form or EAF** at the Accounting Office before making any payments.
- *Non-payment of tuition and fees by the end of Week 2 of the term means removal from list of students officially enrolled.*
- *You can also pay your tuition at any UCPB branch nationwide.*

Problems opening or accessing you're DLSU Gmail account?

Please go to the Information Technology Services (ITS) Office located at Gokongwei Hall Rm. 305. Its local nos. are 316 or 466. Bring your Official Receipt of tuition and fees for verification purposes.



Special Study Permit (SSP)

(For international students below 18 years old or taking non-degree courses of not more than one school year)

Requirements:

- (a) Application Form and checklist for SSP;
- (b) General Application Form (BI Form) with 2 pcs 2X2 colored picture;
- (c) Letter request from the applicant;
- (d) Photocopy of ACR I-Card;
- (e) Letter of acceptance from the school/Certificate of Enrollment ; and
- (f) Original and photocopy of applicant's passport.

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- ♦ Processing of SSP takes at least two (2) weeks granting that all documents are complete.

Application Procedure

Applying for SSP follows the same procedure as visa conversion and extension at the International Center. Prepare all the documents required before visiting IC to facilitate the processing.

International students who are using Special Study Permit (SSP) should always have an UPDATED Tourist Visa to validate the SSP.



- Your first Student Visa (9f) is valid for one (1) year. Succeeding extensions are valid for six (6) months, except for the first extension.
- For extension procedures and requirements, visit IC at least a month before the expiration date of your visa.
- Processing of Visa Conversion takes at least six (6) weeks and Student Visa Extension is at least three (3) weeks.
- ALWAYS UPDATE/SUBMIT your visa and other legal documents for study at the International Center.

Dual Citizens who are using a Student Visa or SSP are required to submit photocopy of the following:

1. Student's birth certificate; and
2. Parents' birth certificate and Certificate of Naturalization.

If these documents are not available, students cannot apply for Student Visa or SSP.

Consequences if an international student fails to submit a valid visa for study:

- ◆ Student's DLSU ID is put on hold. The DLSU ID will not work when scanned at the gates hence, the student needs to immediately report to the International Center.
- ◆ Enrollment for the succeeding term is put on hold.
- ◆ Cancellation of enrollment for the term not covered with a valid visa. Refund of tuition and fees is based on University calendar on schedule of dropping with refund.

LOA *Need to stop schooling for a while???*

- * You may file for LEAVE OF ABSENCE (LOA) at the OUR. If the LOA is within the term, it should be filed at the OUR before the midterm week.
- * Students on LOA are not enrolled in any course and can only enter the university for official transactions.
- * For returnee students, enrollment is done at the Vice Dean's Office 2 weeks before the start of the term.
- * For graduate students (Master's & PhD programs) RESIDENCY is filed in lieu of LOA.

For questions on enrollment, courses or any academic concerns, please go to your Vice Dean:

College	Vice Dean	Office/Local #
RVRCOB	Atty. James Keith C. Heffron	Faculty Center /131
Research & Grad Studies	Dr. Divina Edralin	FC-GF/ 117
SOE	Mr. Marvin F. Castell	L221/380
CCS	Dr. Nelson Marcos	GH-102B/301
BAGCED	Dr. Rochelle Lucas	AGH-1603/192
CLA	Dr. Rhoderick Nuncio	FC-GF/326
GCOE	Dr. Jonathan R. Dungca	VH-152 Mezz/ 201
COS	Dr. Lourdes Guidote	WH-2F /521
COL	Atty. Antonio P. Jamon Jr.	AGH-1207 /285

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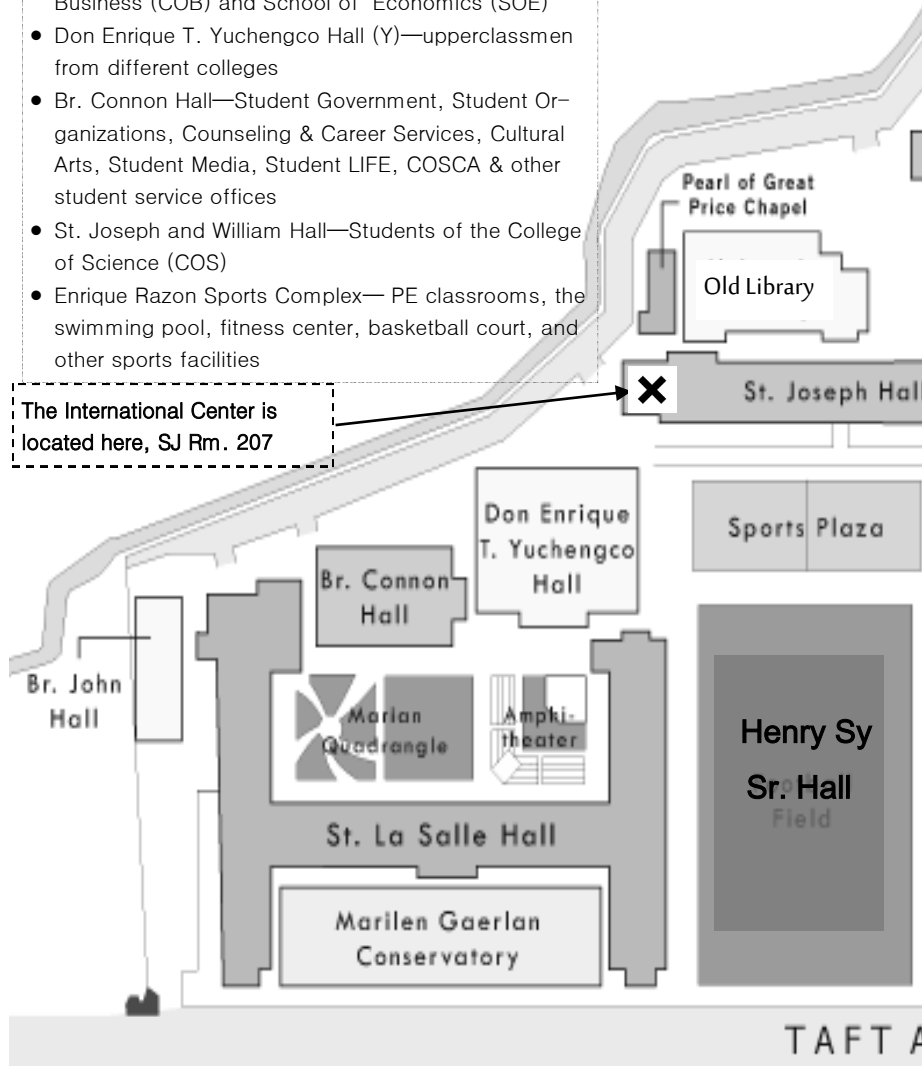
(Source: <http://www.dlsu.edu.ph/>)

For those of you who are still trying to figure out where to

Where you will find—

- St. La Salle Hall (LS) – students of the College of Business (COB) and School of Economics (SOE)
- Don Enrique T. Yuchengco Hall (Y)—upperclassmen from different colleges
- Br. Cannon Hall—Student Government, Student Organizations, Counseling & Career Services, Cultural Arts, Student Media, Student LIFE, COSCA & other student service offices
- St. Joseph and William Hall—Students of the College of Science (COS)
- Enrique Razon Sports Complex— PE classrooms, the swimming pool, fitness center, basketball court, and other sports facilities

The International Center is located here, SJ Rm. 207



2. Get IC Payment Slip and pay the visa fee at the DLSU Accounting Office located at LS Lobby;
3. Present Official Receipt (OR) of payment to the IC Officer;
4. Endorse your original Passport **with at least two (2) months tourist visa extension** to IC Officer;
5. Get your Data Tracking System (DTS) number to monitor the progress of your visa conversion;
6. Get your passport, visa, and ACR I-Card from IC after four weeks, or verify the status of your visa processing by checking your DTS number online.

- ♦ Processing of Visa Conversion takes at least six (6) weeks
- ♦ The first Student Visa (9F) issue is valid for a period of one (1) year.

EXTENSION of Student Visa (9f):

Fill out the following documents at the International Center at least two (2) weeks before visa expiration:

- (a) IC Student Visa Extension Application Form
- (b) Consolidated General Application Form (BI Form) with 2 pcs 2X2 colored picture
- (c) Certificate of Enrollment for the coming term duly signed by the school registrar
- (d) Certificate of grades fro the two previous terms
- (e) Original ACR I-Card and passport
- (f) Photocopy of student's ID, front and back

- ♦ Processing of Visa Extension takes at least three (3) weeks
- ♦ Additional requirements will be needed by students who have failed grades, INC grades, shiftees, transferees, and those with change of address.



Remember
these...

- International students are required to take **Komunikasyon sa Filipinohiya (FILKOMU)** and **Ka-saysayan ng Pilipinas (KASPIL)**, both courses are taught in Filipino language.
- Alternative classes for the two courses are offered to assist international students who are having difficulty with the Filipino language.
- The University, through the International Center, processes the Student Visa, Special Study Permit, and ACR I-Card of international students.

VISA Matters

For international students who are converting from tourist visa (or other visa types) to Student Visa, the following documents are required:

1. IC Student Visa Conversion Application Form
2. Letter of request from applicant
3. Consolidated General Application Forms (2 copies) with 2 pcs 2X2 colored picture
4. Original copy of the Notice of Acceptance (NOA)
5. Original Medical Certificate Issued by the Bureau of Quarantine. Required laboratory tests: a) Urinalysis, b) Fecalalysis, c) Chest X-ray, and d) Blood Serology
6. Original copy of applicant's passport
7. NICA Clearance

After collecting the documents for visa conversion, follow the procedures below:

1. Submit all documents at the International Center;

University Campus Map

(/_images/map_campus.png)

go around the campus, check out the DLSU map below.

