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# **DLSU FACTSHEET**

**INBOUND EXCHANGE STUDENTS**

**Academic Year 2019-2020**

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CONTACT INFORMATION	
Name of Institution	<b>De La Salle University</b>
Homepage / Website	<a href="http://www.dlsu.edu.ph">www.dlsu.edu.ph</a>
Address	#2401 Taft Avenue 0922 Manila, Philippines Trunk line: (+632) 524-4611
Office in charge and contact persons	<b>Office of the Vice President for External Relations and Internationalization</b> 15 <sup>th</sup> Floor, Henry Sy Sr. Hall, De La Salle University, Manila, Philippines Trunk line: (+632) 524-4611, Ext. 163 / Direct line: +632 523-3911 (telefax) <b>INTERNATIONAL CENTER</b> St. Joseph Building, Room 207 Trunk line: (+632) 524-4611, Ext. 289 / Direct line: (+632) 525-6727 (telefax) Email: <a href="mailto:erio@dlsu.edu.ph">erio@dlsu.edu.ph</a> / Website: <a href="http://www.dlsu.edu.ph/students/international/">http://www.dlsu.edu.ph/students/international/</a>
	<b>Dr. Laurene Chua-Garcia</b> Vice President, External Relations and Internationalization De La Salle University
	<b>Ms. Rhodora Caballero (Outbound Exchange)</b> Program Assistant, Partnerships and Collaboration International Center Office of the Vice President for External Relations and Internationalization <a href="mailto:rhodora.caballero@dlsu.edu.ph">rhodora.caballero@dlsu.edu.ph</a>
	<b>Ms. Jhona Camba (Inbound Exchange)</b> Program Assistant for Marketing and Recruitment International Center Office of the Vice President for External Relations and Internationalization <a href="mailto:jhona.camba@dlsu.edu.ph">jhona.camba@dlsu.edu.ph</a>
APPLICATION REQUIREMENTS	
Application Requirements for INBOUND Exchange Students  <b>Note: Original Copies must bring upon arrival in the Philippines.</b>	<b>SCANNED/SOFT COPIES ONLY (All documents must be in written in English)</b> A. DLSU Inbound Exchange Student Application Form ( <a href="http://www.dlsu.edu.ph/students/international/_pdf/inbound-exchange-student-admission-form.pdf">http://www.dlsu.edu.ph/students/international/_pdf/inbound-exchange-student-admission-form.pdf</a> ) B. Transcript of Records with minimum CGPA of 3.0/4.0 C. Proof of English proficiency ( <i>at least one of the following</i> ) a. TOEFL score of at least 550-pbt or its equivalent in TOEFL ibt and cbt b. IELTS band of 6.0 or better c. Certificate of English Proficiency or English as a Medium of Instruction <i>(Note: Inbound exchange students with scores lower than the required English Proficiency will be required, during their exchange at DLSU, to enroll in the non-academic English courses under the Center for English Lifelong Learning) <a href="http://www.dlsu.edu.ph/academics/colleges/ced/cell/">http://www.dlsu.edu.ph/academics/colleges/ced/cell/</a></i> D. Photocopy of passport photo-bio page E. Curriculum Vitae F. 2x2 inches photo with white background in <b>.jpg format</b> <i>(Male: with necktie / Female: Blazer or Blouse with collar)</i> G. List of courses currently being taken at home university H. Letter of Recommendation to Enroll as Exchange Student at DLSU I. Certificate of Good Moral Character J. Medical Health Certificate with Chest X-ray results (translated in English) <i>(Note: this will be validated by the Medical Clinic of DLSU upon arrival in the Philippines)</i>

	<p><b><i>To be brought upon arrival to the Philippines:</i></b></p> <p>a. ALL ORIGINAL COPIES OF THE DOCUMENTS LISTED ABOVE;</p> <p>b. International Health Insurance (comprehensive: accident, medical, death);</p> <p>c. 5 pcs 2x2 inches colored photo (no glasses, white background) for the Special Study Permit).</p>
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**Important Dates**

Academic Calendar		<b>Academic Calendar</b>	<b>Nomination Deadlines</b>	<b>Application Deadlines</b>	<b>Issuance of Acceptance Letter</b>
	<b>Term 1</b>	August/September to December	May 10	May 30	June 30
	<b>Term 2</b>	January to April	September 10	September 30	October 30
	<b>Term 3</b>	May to August	January 10	January 30	February 28

**Visa Information and Study Permit**

Non-Filipino students from abroad must have the following legal documents to be able to study at De La Salle University:

1. Tourist Visa (waived tourist visa is issued by the Bureau of Immigration upon arrival to the Philippines;
2. Special Study Permit (SSP) and Alien Certificate of Registration and Information Card or the ACR I-Card (will be processed by the International Center after the inbound student has arrived)

Tourist/Travel Visa (9F)	<p>The list of nationals from countries who are allowed to enter the Philippines without a visa for a period of stay of thirty (30) days or less is found on this link. <a href="http://www.dfa.gov.ph/list-of-countries-for-21-day-visa">http://www.dfa.gov.ph/list-of-countries-for-21-day-visa</a></p> <p>Extension of the tourist visa which is approximately Php5,000 is applied at the Bureau of Immigration (BI) office in Intramuros, Manila prior to the expiration of the 30-day waived visa.</p>
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<p>Special Study Permit (SSP)</p> <p>Alien Certificate of Registration and Information Card (ACR I-Card)</p> <p>USD1.00 = PHP53.00 (as of Sept. 2018)</p>	<p>Both SSP and ACR I-Card are processed by the OVPERI's International Center for the Bureau of Immigration. However, the student must submit all the necessary documents for processing to the OVPERI International Center.</p> <p>The Special Study Permit is a legal document similar to a visa for study. However, it is issued to international students who are taking short-term study program, like exchange students. The International Center shall handle the processing of the student's Special Study Permit which will allow the exchange student to study at DLSU for a period of 1 or 2 trimesters. SSP is valid for one trimester only and an updated tourist visa is required for students who are using SSP. The SSP fee is independent of the Tourist Visa extension fees.</p> <p>The Bureau of Immigration also requires an ACR I-Card for those who are using SSP. The ACR I-Card is valid for one year.</p> <ul style="list-style-type: none"> <li>• Cost of SSP and ACR I-Card – PHP 9,000.00 (USD170) valid for one (1) term. This will be paid to DLSU Accounting Office during Orientation Day.</li> <li>• Tourist visa monthly extension fees - approximately *PHP3,520.00 for the first extension and *PHP4, 800.00 for the second and each</li> </ul>
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	succeeding extensions. ( <i>*may change without prior notice from the Bureau of Immigration</i> )
<b>International Medical/Health Insurance</b>	
	All exchange students are required to bring with them an international health insurance that covers medical, accident, hospitalization and death for the entire duration of the exchange period.
DLSU 1911 Insurance	An insurance coverage that is paid by DLSU for all exchange students.
<b>Housing accommodation</b> (Recommended Off-campus residences) (Fees are subject to change without prior notice)	
Exchange students will receive a Housing Reservation Form together with the Letter of Acceptance and a procedure to reserve housing and payments to be made.  <b>A waiver is required for accommodation not on the recommended list of DLSU.</b>	<ol style="list-style-type: none"> <li>1. <b>CARA CELINE DORMTEL</b> (#2450 Del Carmen St. cor. Tikong St., Malate, Manila 1004) <ul style="list-style-type: none"> <li>• 4 in a room scheme →Php 8,440.00 (premium) or Php 6,440.00 (standard) monthly</li> <li>• 3 in a room scheme → Php 10, 240.00 (premium) or Php 8,240.00 (standard) monthly</li> </ul> </li> <li>2. <b>@HOME DORMTEL (Exclusive for girls)</b> (#2470 Del Carmen St., Malate, Manila) <ul style="list-style-type: none"> <li>• Single room Php 10,000.00</li> <li>• Room for 2 Php 12, 000.00 (Php 6,000.00 each)</li> </ul> </li> <li>3. <b>TAHILAN RESIDENCES (Exclusive for girls)</b> (#2396 Leon Guinto St., Malate, Manila) <ul style="list-style-type: none"> <li>• Single room Php 18,000.00</li> <li>• Room for 3 Php 15,400.00</li> </ul> </li> <li>4. <b>RESIDENSIA DE DIOS</b> (#2471 Leon Guinto Street Corner Estrada St. Malate, Manila) <ul style="list-style-type: none"> <li>• Room sharing with 2-4 occupants in a room</li> <li>• Priority is given to exchange students who will enroll for 2 Terms to 1 Acad. Year</li> </ul> </li> <li>5. <b>W.H. TAFT RESIDENCES</b> (<a href="http://www.whaftresidences.com/">http://www.whaftresidences.com/</a>) (Taft Ave, Malate, Manila) <ul style="list-style-type: none"> <li>• Room rate is PHP21,000.00</li> <li>• Room sharing (double) at PHP10,500.00 per head</li> <li>• Priority is given to visiting professors and exchange students</li> </ul> </li> <li>6. <b>UNIVERSITY PAD (UPAD) RESIDENCES</b> (<a href="http://www.universitypad.com.ph/">http://www.universitypad.com.ph/</a>) (#912 Pablo Ocampo St., Malate Metro Manila, Philippines, 1004) <ul style="list-style-type: none"> <li>• Double and quadruple sharing at Php6,000/mo./person</li> <li>• Assigned floors exclusive for boys and girls</li> </ul> </li> <li>7. <b>UNIVERSITY COLLEGE RESIDENCE</b> (<a href="http://www.facebook.com/UniversityCollegeResidenceDormitory/">http://www.facebook.com/UniversityCollegeResidenceDormitory/</a>) (#1052 ESTRADA ST., CORNER ARELLANO ST., MALATE MANILA) <ul style="list-style-type: none"> <li>• Room rate is PhP11,000/month (single occupancy)</li> <li>• Room sharing (double) is Php7,900/month</li> </ul> </li> </ol>
<b>Arrival notification and Airport pick-up</b>	
Arrival Notification Form	Exchange students will be asked to fill-out an Arrival Notification Form ( <a href="http://www.dlsu.edu.ph/linkages/pdf/arrival-notification-form.pdf">http://www.dlsu.edu.ph/linkages/pdf/arrival-notification-form.pdf</a> ) to be

	emailed back to the International Center ( <a href="mailto:erio@dlsu.edu.ph">erio@dlsu.edu.ph</a> ) 2 weeks before the student's arrival to the Philippines.																
Airport Pick-up	<p>Exchange students are advised to arrive between Monday to Friday and within working hours from 8:00 am to 5:00 pm. All inbound exchange students will be serviced by Nissan Airport Taxi. Students must give prior information to DLSU International Center for arrangements outside of the above mentioned schedule. <u>Arrival and airport pick-up expenses outside of the specified dates of expected arrival schedule will be borne by the students.</u></p> <p>Those who will arrive before or beyond the expected arrival dates, the International Center can make the arrangements for the airport pick-up and transfer to the condominium/residence: Car rental – individual (PhP800.00)/ Van rental – more than one passenger (PhP1,500.00)</p>																
<b>Enrollment in courses</b>																	
Enrollment in courses	Enrollment in courses will be done by the exchange student and a coordinator from the OVPRI prior to the beginning of the term.																
Course loads and Restrictions	<ol style="list-style-type: none"> <li>Maximum of 12 units (3-4 courses) for undergraduate.</li> <li>An endorsement letter from the home university faculty in-charge or International Office is required for course loads exceeding the maximum units allowed. This will be evaluated and will be decided upon by the Vice President for External Relations and Internationalization.</li> <li>All changes (drop/add) in enrolled courses are done at the second day of the start of classes.</li> <li>Inbound students are advised not to enroll in major subjects/courses with pre-requisites.</li> <li>Students are advised to choose at least 6-7 courses to be submitted to De La Salle University for approval (please refer to the Learning Agreement).</li> </ol> <p>All changes (drop/add) in enrolled courses must be done by the exchange student within the first week of the term of enrollment. Changes after the first week from the start of the term has a penalty of Php 1220.00 which will be borne by the student.</p>																
<b>Crediting of courses and grading system</b>																	
Credits	A course in De La Salle University consists of 3 credit units. This is based on actual contact hours with students. Laboratory classes under in Engineering and Science Laboratory courses have 3 contact hours per week but only carry 1 unit. English1 course has 6 contact hours per week but only carry 3 units. Physical Education courses carry 2 units. Engineering Algebra 1 has 5 contact hours per week but carry 3 units. To ensure that you are choosing the courses with your desired number of credit units, you may request your International Relations Office to coordinate this with the DLSU International Center contact person.																
Grading system	<p>Below is the grading system at DLSU:</p> <table> <tr><td>4.0</td><td>Excellent</td></tr> <tr><td>3.5</td><td>Superior</td></tr> <tr><td>3.0</td><td>Very Good</td></tr> <tr><td>2.5</td><td>Good</td></tr> <tr><td>2.0</td><td>Satisfactory</td></tr> <tr><td>1.5</td><td>Fair (No Credits)</td></tr> <tr><td>1.0</td><td>Passed (No Credits)</td></tr> <tr><td>0.0</td><td>Failed (No Credits)</td></tr> </table>	4.0	Excellent	3.5	Superior	3.0	Very Good	2.5	Good	2.0	Satisfactory	1.5	Fair (No Credits)	1.0	Passed (No Credits)	0.0	Failed (No Credits)
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<b>Student Handbook</b>																									
Student Discipline and Decorum	All international students are bound by the rules and regulations of DLSU. Each student receives a copy (hard/e-copy) of the DLSU Student Handbook during the orientation day. Students are advised to familiarize themselves with the important provisions of the Student Handbook to avoid any inconvenience while studying in the University.																								
<b>Lasallian InSPIRE (International Students Program for Involvement in Responsive Exchange)</b>																									
Required program for all inbound exchange students	A one-term development program designed to respond to the adjustment needs of international students. It provides activities that encourage them to interact with local (Filipino) students and fellow sojourners. InSPIRE consists of activities like cultural immersion trips, social interaction, skills development and seminars to enhance psychosocial and emotional adjustment. These activities are organized by the International Center in coordination with various units and organizations on and off campus. Activities of InSPIRE are distributed throughout the term, usually on a Friday because this is the University declared activity day. Exchange students are required to attend and complete all InSPIRE activities.																								
<b>Official Transcript of Records</b>																									
	<p>The Official Transcript of Records (TOR) will be available 6 weeks after the end of the exchange period. Exchange students will apply for the TOR through an online facility and they will receive the TOR through courier service.</p> <p>Exchange Students from partner universities of DLSU will receive their original TOR through their International Office.</p> <p>For those who wish to apply for their original transcript, an online facility is available where the students will receive their TOR through courier service.  <a href="http://www.dlsu.edu.ph/offices/registrar/document_request/">http://www.dlsu.edu.ph/offices/registrar/document_request/</a></p>																								
<b>Learning English</b>																									
<p><b>Non-academic Language courses</b></p> <p>(Center for English and Lifelong Learning - CELL)</p>	<p>Aside from the English academic programs offered by the De La Salle University Department of English and Applied Linguistics (DEAL), there are non-academic English courses that can be taken or enrolled in by interested international students. However, enrollment in some modules is required for exchange students who cannot meet the required English proficiency requirement for exchange study at DLSU.</p> <p>The Center for Language and Lifelong Learning (CELL) is a non-academic unit of DLSU which caters to clients who are interested in improving and honing their English Language proficiency in the four basic communication skills of listening, speaking, reading and writing. The Center is proud of its teachers who are specialists in their fields, particularly on English Language and its</p>																								

	<p>application. All language teachers are carefully screened and their continuing education is mandatory. This makes the Center the best of its kind on this side of the world. CELL offers classes in modules; they have Regular Classes (with 4 to 14 students), Special Classes (with 2 to 3 students) and Tutorial Classes (one-on-one). The modules cover conversational English (basic to advance), English grammar, pronunciation, reading comprehension and vocabulary development among others. Please check the CELL website for details regarding schedule of enrollment, fees, registration and other information: <a href="http://www.dlsu.edu.ph/academics/colleges/ced/cell/default.asp">www.dlsu.edu.ph/academics/colleges/ced/cell/default.asp</a>.</p>
<p><b>Estimated cost of living and other expenses</b></p>	
	<p>Actual expenditures will vary depending on individual spending habits. It is estimated that a student should plan to spend PHP18,900.00/month for BASIC living expenses including accommodation, utility bills, transportation, and food. Please check this link for the "Estimated Cost of Living" in the Philippines: <a href="http://www.dlsu.edu.ph/students/international/survival/cost.asp">www.dlsu.edu.ph/students/international/survival/cost.asp</a> Please take note that all costs listed in the table are estimates only.</p> <p><i>Living Expenses</i>        Php8,000.00/month - Housing accommodation (Room sharing)        Php2,000.00/month - Utility Bills (Electricity, Water, Telephone)        Php10,300.00/month - Food &amp; transportation (cost of ordinary meal starts at Php80)        =====        Php20,300 x4 months = Php81,200 (USD1,528) / USD1 –PHP53</p> <p><i>School Materials &amp; Visa Expenses</i>        Php17,430.00 – Tourist visa extension fee (4 months)        Php9,000.00 – SSP and ACR I-Card (1 Term)        Php3,500.00 – books, printing and photocopy costs  <u>Total estimated cost of study for 1 term at DLSU: Php111,130 ( USD2,096)</u></p>
<p>For inquiries</p>	<p><a href="mailto:erio@dlsu.edu.ph">erio@dlsu.edu.ph</a></p>