



Office of Admissions
and Scholarships

**FRESHMAN ENROLLMENT CONFIRMATION (AY 2018-2019)
Schedules and Procedures**

Enrollment Services Hub (ESH) Lobby
2nd Floor, Henry Sy Sr. Hall
Enter DLSU through Gate 2 (North)

Reminders

1. To ensure a smooth processing of confirmation, **applicants should observe strictly the schedule below.**
2. Applicants who were offered degree programs in the Laguna Campus should confirm their enrollment at the Manila Campus.
3. The confirmation is intended to be done by the applicant. Areas accessible by companions may be limited.
4. Only applicants with complete requirements will be allowed to process their enrollment confirmation.

Schedules

Applicant/College	Venue	Date	Time			
			08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
			NOTE: Students who will confirm outside their Schedule may be accommodated any day but only on the hours of 4:00pm – 5:00pm.			
QUALIFIED APPLICANTS who took the DLSU College Admission Test (Special)	Enrollment Services Hub Lobby (ESH Lobby), 2 nd Floor Henry SY Sr. Hall	02 -12 May 2018	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
	Office of Admissions and Scholarships (OAS), 2 nd Floor Henry SY Sr. Hall	14 - 26 May 2018	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z



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Please see next page for **preliminary PROCEDURES and REQUIREMENTS** for

- International Students
- Students with Dual Citizenship
- Filipinos Born Abroad

General Procedures

Step	Activity	Document		Notes
		To Be Submitted / Presented	To Be Received	
1	Payment of Confirmation Fee (PhP 10,000.00)	Letter of Acceptance from DLSU	1. DLSU Official Receipt (for Confirmation Fee) 2. Stamped Letter of Acceptance	<ul style="list-style-type: none"> • Checks are not accepted • The Confirmation Fee will be credited to the tuition and fees of Term 1 AY 2018-19. Otherwise, it is non-refundable and will cover administrative costs.
2	Submission of Required Documents	<ol style="list-style-type: none"> Two (2) copies of Payment Acknowledgment Slip (System Generated) Original and one (1) photocopy of the Report Card Photocopy of Diploma Two (2) Recommendation Letters (DLSU format) Original copies of the following: <ol style="list-style-type: none"> 5.1 Filipinos 5.1.1 NSO/PSA Birth Certificate or For Non-Filipinos photocopy of valid and unexpired passport (bring original for verification purposes) 5.2 Secondary Scholastic Records (previously uploaded in the OAF) 5.3 Certificate of Good Moral Character Clearance Form from International Center Statement of Undertaking (for Reconsidered Applicants) 	<ol style="list-style-type: none"> Stamped Letter of Acceptance from DLSU One (1) Copy of Payment Acknowledgment Slip 	<ul style="list-style-type: none"> • High School Graduates with 1st and 2nd Semester Report Cards must ensure that both Report Cards are signed by the designated Signatories (either Principal or HS Registrar) Important Note: Applicants whose Original Report Card/s (F138) and/or High School diploma are not yet released during the Confirmation Date, must secure a Certificate of Candidacy for Graduation indicating the exact date when the abovementioned documents will be released. • High School Graduates with 1st and 2nd Semester Report Cards must provide photocopies for both Report Cards • High School graduates before AY 2017-18 must submit a Declaration as a New Student form • All graduates from International Schools abroad must submit an authenticated Completed Transcript of Records and the Certificate of Eligibility from the Department of Education. • Admission status of high school graduates of schools not included in DepEd Order No. 42, s. September 8, 2015 Version 2 is conditional and subject to the school's submission of necessary certificate



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General Procedures

Step	Activity	Document		Notes
		To Be Submitted / Presented	To Be Received	
3	Claiming of Enrollment Confirmation Slip	1. Stamped Letter of Acceptance 2. Payment Acknowledgment Slip (for those who paid online) or DLSU Official Receipt (for those who paid onsite)	1. White Copy of the DLSU Official Receipt 2. Enrollment Confirmation Slip 3. Enrollment Schedule and Procedures	<ul style="list-style-type: none"> The Enrollment Confirmation Slip (2 copies) which contains the Student ID Number will be signed by the Applicant
4	ID Picture Taking	Signed Enrollment Confirmation Slip		<ul style="list-style-type: none"> The required attire for male is plain polo with tie while the required attire for female is any blouse or dress with collar and sleeves. All students are required to wear clothing that will contrast against a beige background The ID In-charge will refuse to take the picture of students who will not comply with the required attire. The IDs will be distributed on enrollment day

Important Reminders

1. Test Results are valid for one (1) Academic Year.
2. Applicants with Incomplete Confirmation Requirements will not be allowed to proceed with Enrollment.
3. Report Cards with erasures and alterations must be accompanied by a **Certification of Authenticity** from the High School Registrar.
4. The Recommendation Letter must be issued by the Principal, Guidance Counselor, or Class Adviser.
5. **For Applicants who studied outside the Philippines:** The **Original and Complete Transcript of Records** must be authenticated by the Philippine Embassy in the country where the school is located. For those who submitted Transcript of Records during application with incomplete academic entries, the "COMPLETED" Transcript of Records will be required for submission.
6. The **Certificate of Eligibility** can be secured at the Department of Education NCR, Records Section, Misamis St. Bago Bantay, Quezon City, Philippines.
7. International students, students with Dual Citizenship, and Filipinos born abroad must have secured their **Clearance Form** from the International Center prior to Confirmation.
8. **Certificate of Good Moral Character** must be issued a year within application and must be printed on the official letter head of the school.

Electronic Forms and Resources
Recommendation Letter form

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-recommendation.pdf

Declaration as a New Student form

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf

Statement of Undertaking

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-statement-of-undertaking.pdf



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Applicable for:

- International Students
- With Dual Citizenship
- Filipinos Born Abroad

>>> TO BE DONE BEFORE STEP 1 OF GENERAL PROCEDURES <<<

(MUST be done on a different day before the confirmation schedule)

Reminders

1. The International Center is located at the St. Joseph Hall, Room 207.
2. The Clearance for Confirmation will be issued only to applicants with complete submitted/presented requirements.
3. The following are the requirements for International Students who will use other visa types (neither Student Visa nor Special Study Permit), Dual Citizens and Filipinos Born Abroad:

Document(s) To Be Submitted	
International Students	Students with Dual Citizenship and Filipinos Born Abroad
<p>Original copy</p> <ol style="list-style-type: none"> 1. International Student Personal Data Sheet (use link below) 2. Photo (colored, 2x2) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> 3. Admission Letter from Office of Admission 4. Passport page with photo/details and stamp of latest arrival in the Philippines 5. Visa (first issuance and extension) 6. Annual Report Receipt for 2016 7. Any of the following (whichever is applicable): <ul style="list-style-type: none"> • Alien Certificate of Registration (ACR) • I-Card (front and back page) • SRRV Card • SIRV Card 	<p>Original copy</p> <ol style="list-style-type: none"> 1. Personal Data Sheet (use link below) 2. Photo (colored, 2x2) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> 3. Admission Letter from Office of Admission 4. Any of the following: <ul style="list-style-type: none"> • Philippine Passport • Certificate of Recognition as a Filipino • Naturalization Certificate as Filipino 5. Foreign Passport (if applicable)



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4. Qualified international students who will apply for Student Visa and/or Special Study Permit through DLSU must submit the following documents to get the Clearance for Confirmation:

Document(s) To Be Submitted	
International Students Who Will Apply for Student Visa	International Students Who Will Apply for Special Study Permit (Students below 18 years old)
<p>Original copy</p> <ol style="list-style-type: none"> International Student Personal Data Sheet (use link below) Three photos (2x2, colored, with white background) Application Forms for Visa Conversion (Available at International Center) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> Admission Letter from Office of Admission Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines DLSU Official Receipt of Payment for Visa (P 14,700) National Bureau of Investigation (NBI) Clearance Certificate for students who filed their application for student visa six months (6) months or more from the date of first arrival in the Philippines <p>Note Students applying for student visa will be required to surrender their passports with 59 days tourist visa and medical quarantine stamp on a specific date to be given by the International Center.</p>	<p>Original copy</p> <ol style="list-style-type: none"> International Student Personal Data Sheet (use link below) Three Photos (2x2, colored, with white background) Application Forms for Special Study Permit (Available at International Center) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> Admission Letter from office of Admission Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines DLSU Official Receipt of Payment for Visa (P 9,000) <p>Note Students applying for Special Study Permit will be required to surrender their passports with 59 days tourist visa on a specific date to be given by the International Center.</p>
<p>Reference: http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf</p>	

5. International Students with pending visa application at the Bureau of Immigration (BI) must submit a Certificate of Pending application from BI. Also, the following procedures found on this link will apply:
http://www.dlsu.edu.ph/students/international/how_to_apply/procedures-for-pending-visa-application.asp



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NOTES:

- A. Please refer to this link for the List of Visa Accepted for study at DLSU:
http://www.dlsu.edu.ph/students/international/how_to_apply/valid-visa.asp. Other visas not included on the list will be evaluated by the International Center.
- B. Dual Citizens without substantial proof of Filipino citizenship must apply for Student Visa or Special Study Permit. Any of the following document may be submitted as proof of Filipino citizenship: 1) Certificate of Recognition as Filipino; 2) Philippine Passport; 3) Naturalization Certificate as Filipino
- C. For inquiries, please contact (+632) 525 6727 or (+632) 524-4611 (local 289), or email at erio@dlsu.edu.ph or visit the International Center, which is located at St. Joseph Hall Room 207.

Electronic Forms and Resources

International Student Personal Data Sheet

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

Personal Data Sheet for Dual Citizens and Filipinos Born Abroad

<http://www.dlsu.edu.ph/students/international/requirements/pds-dual-citizens-fil-born-abroad.pdf>