

# Graduate Application Procedures for Incoming New Students

## 1. Application/Testing

1.1 **SUBMIT** all application documents in a long, brown envelope properly labelled with the applicant's complete name (SURNAME, FIRST NAME, MIDDLE INITIAL) on the upper left corner on the backside of the envelope. Only complete documents will be endorsed to the departments for evaluation. For a summary of requirements, please click any of the following links:

a. Requirements Check List for Local Applicants:

<http://www.dlsu.edu.ph/admissions/graduate/checklist-local.asp>

b. Requirements Check List for International Applicants:

<http://www.dlsu.edu.ph/admissions/graduate/checklist-international.asp>

1.2 **PAY** the **NON-REFUNDABLE** application fee to the Accounting Personnel/Representative at the Enrollment Services Hub (ESH).

	Local	International
Graduate Programs - Diploma/Certificate - MA/MS - PhD/DBA	- P600.00	- US\$50.00
College of Law - DLSU Graduate - DLSU Affiliate Schools - Non-DLSU Graduate	- P1,000.00 - P1,200.00 - P1,500.00	- US\$50.00*

\*NOTES:

- International students who pursue Law will not be allowed to take the local Board Exams.

- Among PhD programs, only applicants to the Doctor in Business Administration, Doctor in Information Technology, PhD in Business, and PhD in Computer Science programs will be required to take the DLSU Graduate Admission Test.

1.3 **PRESENT** the Official Receipt (O.R.) to one of the counters handling admissions-related concerns at the Enrollment Services Hub (ESH) and SECURE the Test Permit.

Note: Students seeking financial assistance may approach the scholarships counter of the Enrollment Services Hub (ESH) for inquiries. Application for scholarship is processed simultaneously with the application for admission. There are no available scholarships for international applicants.

- 1.4 **TAKE** the DLSU-Graduate Admission Test (for non-law programs, if any) or the Juris Doctor Admission Test (JDAT) on the venue and schedule indicated on the Test Permit.

**GRADUATE ADMISSION TEST SCHEDULE  
(Diploma/Certificate, MA/MS, PhD/DBA)  
For Term 2, AY2018-2019**

GROUP	DATES	TIME	VENUE
1	06 October (Saturday)	8:00 am – 12:00 pm	Institutional Testing and Evaluation Office (ITEO), 4 <sup>th</sup> Floor , Henry Sy, Sr. Hall OR DLSU Computer Laboratories
		1:00 pm – 5:00 pm	
2	13 October (Saturday)	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
3	27 October (Saturday)	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
Deadline of Submission of Requirements for NON-LAW programs: 20 October 2018 (Saturday)			

**JURIS ADMISSION TEST SCHEDULE  
(College of Law)  
For Term 1, AY2019-2020**

GROUP	DATES	TIME	VENUE
<b>1</b>	<b>17 November (Saturday)</b>	8:00 am – 12:00 pm	Institutional Testing and Evaluation Office (ITEO), 4 <sup>th</sup> Floor , Henry Sy, Sr. Hall OR DLSU Computer Laboratories
		1:00 pm – 5:00 pm	
<b>2</b>	<b>01 December (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>3</b>	<b>19 January (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>4</b>	<b>02 February (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>5</b>	<b>09 February</b>	8:00 am – 12:00 pm	

	<b>(Saturday)</b>	1:00 pm – 5:00 pm	
<b>6</b>	<b>16 February (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>7</b>	<b>23 February (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>8</b>	<b>16 March (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>9</b>	<b>13 April (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>10</b>	<b>25 May (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>11</b>	<b>01 June (Saturday)</b>	8:00 am – 12:00 pm	
		1:00 pm – 5:00 pm	
<b>Deadline of Submission of Requirements for the College of Law: 25 May 2019 (Saturday)</b>			

*The test schedule is on a first-come first-served basis; reservations are not allowed. Published testing dates may change without prior notice depending on the volume of applicants to be processed. Morning slots are first filled before the afternoon slots are open. For updated schedules, go to:*

<http://www.dlsu.edu.ph/admissions/graduate/procedures/default.asp>

Exam results, together with other application documents, are forwarded to the department for departmental review ten (10) working days after the exams are administered.

## **2. Department Review/Interview**

- 2.1 Applicants are requested to **COORDINATE** with the Academic Department regarding interview appointments. The Office Assistants will use the contact numbers indicated on the application form to contact the applicant. **Please take note that not all applicants will be asked to appear for an interview.** Kindly direct all interview – related queries to the Academic Department.

The test results form part of the submitted documentary requirements for review. **The results of the DLSU Graduate Admission Test (DGAT) and**

**the Juris Doctor Admission Test (JDAT) are classified/confidential and cannot be discussed nor shown to the examinee at any point.**

### **3. Notification of Admission Status**

- 3.1 Applicants are asked to **MONITOR** their admission status via email. The email address the applicant indicated on his/her online application form will be used to send the link where one can download his/her status letter in pdf format and other notifications involved in application and enrollment.

*Results of application for scholarship and financial assistance will be simultaneously posted on the letter of acceptance that will be emailed to successful applicants.*

*The above information may change without prior notice. For updated schedules, go to:*

*<http://www.dlsu.edu.ph/admissions/graduate/procedures/default.asp>*

***Application Form and Requirements may be submitted at:***

Venue	Contact Details
<b>Manila:</b> The Hub @ Manila Campus 2/F, Henry Sy Sr. Hall Mondays to Fridays: 0800 - 1800 Saturdays: 0800 - 1500	Tel. Nos.: (632) 523-4230 (Direct) or (632) 524-4611 local 166  E-mail: <a href="mailto:admissions@dlsu.edu.ph">admissions@dlsu.edu.ph</a> Website: <a href="http://www.dlsu.edu.ph">www.dlsu.edu.ph</a>
<b>Makati:</b> The Hub @ the Makati Extension Campus (MEC) 5th Floor, Tower 2, RCBC Plaza 6819 Ayala Avenue 1200 Makati City, Philippines  Mondays to Fridays: 1200 - 2100 Saturdays: 0800 - 1200	Tel. Nos.: (632) 753-4611 local 111
<b>Taguig:</b> 6th Floor, De La Salle University-Rufino Campus University Parkway, University Park, Bonifacio Global City, Taguig  Mondays to Fridays: 0800 - 1700 Saturdays: 0800 - 1200	Tel. Nos.: (632) 877-9244 local 602

**Laguna:**

The Hub @ the Science and Technology Complex (STC)  
Ground Floor, Milagros del Rosario Bldg.  
LTI Spine Road, Brgys. Biñan and Malamig,  
Biñan, Laguna 4024

Mondays to Fridays: 0800 - 1700  
Saturdays: 0800 - 1200

Tel. Nos.:  
(049) 554-8900  
Local 103