

Graduate Reprocessing Procedure

Effective Academic Year AY 2016 - 2017, **reprocessing of applications for programs offered once every academic year, including the Juris Doctor (JD) program of the DLSU College of Law, will no longer be allowed.** Those who previously deferred enrollment will now be asked to submit a new application, pay the application fee and retake the test. Please be guided accordingly.

Reprocessing involves a request made by a previously admitted student who deferred enrollment and now wants to be readmitted to the same program. An admitted status is valid for three (3) consecutive terms. Only students who are covered by this validity period are allowed to reprocess their application documents.

Applicants who wish to defer their enrolment for the next succeeding terms are required to take the following steps:

1. Re-submission of Documents

- 1.1. **FILLOUT** completely and accomplish in duplicate the Graduate Admissions Deferment / Reprocessing Form (link: http://www.dlsu.edu.ph/admissions/graduate/_pdf/deferment-of-enrollment.pdf)
- 1.2. **SUBMIT** the signed form at the Office of Admissions and Scholarships in exchange for a Document Tracking System (DTS) number.
- 1.3. **MONITOR** the status of your application for reprocessing via the DTS.
- 1.4. **FOLLOW** the instructions printed on the DTS.
- 1.5. If approved, proceed to the Enrollment Services Hub located at the 2/F Henry Sy, Sr. Hall and **SUBMIT** the following: (a) a printout of the DTS message and (b) incomplete requirement/s as indicated on the DTS, if any.
- 1.6. **SECURE** a referral slip.
- 1.7. **PRESENT** the referral slip and **PAY** the P250.00 reprocessing fee to the Accounting Personnel/Representative at the ESH.
- 1.8. **PRESENT** the Official Receipt (O.R.) to one of the counters at the Enrollment Services Hub (ESH).

Students seeking financial assistance may approach the Enrollment Services Hub (ESH) for inquiries. Application for scholarship is reprocessed simultaneously. There are no available scholarships for international applicants.

Admission documents on file will be re-evaluated for appropriateness and eligibility.

The applicant may be asked to resubmit other documents when needed. Only completed documents will be endorsed to the departments.

2. Deadline for Applying for Reprocessing:

- 20 October 2018 (Saturday) - Diploma/Certificate, MA/MS, PhD/DBA for Term 2, AY2018-2019
- 25 May 2019 (Saturday) - College of Law for Term 1, AY2019-2020

3. Department Review and Interview

- 3.1. If the applicant has been interviewed by the department during his/her previous application, there is no need to undergo another interview unless otherwise requested by the department.
- 3.2. If requested for another interview, **the Academic Department's respective Office Assistant will contact the applicant.** The applicant will be informed of his/her scheduled interview with his/her department's Graduate Program Coordinator.

4. Notification of Admission Status

- 4.1. Applicants are asked to **MONITOR** his/her admission status via email. The email address the applicant indicated on his/her online application form will be used to send acceptance letters and other notifications involved in application and enrollment.

The above schedule 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
Manila: 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: admissions@dlsu.edu.ph Website: www.dlsu.edu.ph
Makati: The Hub @ the Makati Extension Campus (MEC) 5th Floor, Tower 2, RCBC Plaza 6819 Ayala Avenue	Tel. Nos.: (632) 753-4611 local 111

1200 Makati City, Philippines Mondays to Fridays: 1200 – 2100 Saturdays: 0800 – 1200	
Taguig: 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.: (O49) 554-8900 Local 103