



Office of Admissions
and Scholarships

FRESHMAN ENROLLMENT CONFIRMATION (Term 2 AY 2018-19) Schedules and Procedures

Office of Admissions and Scholarships (OAS), 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.**
2. The confirmation is intended to be done by the applicant. Areas accessible by companions may be limited.
3. Only applicants with complete requirements will be allowed to process their enrollment confirmation.
4. Attendance in the **Lasallian Personal Effectiveness Program (LPEP)** is a **mandatory** and is part of the requirements to complete enrollment. **The student must register at the Student Affairs Office 3rd Floor Br. Cannon Hall and look for Ms. Nette Moreno for the schedule.**

Schedules

Date	Time			
	08:00 to 10:00	10:00 to 12:00	13:30 to 15:30	15:30 to 17:30
10 December 2018 (Monday)	Last Name A to C	Last Name D to F	-	-
11 December 2018 (Tuesday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W 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	Submission of required documents	<ol style="list-style-type: none"> 1. Letter of Acceptance from DLSU 2. Original and One (1) Photocopy of the Final Report Card 3. Photocopy of Diploma 4. Two (2) Recommendation Letters (DLSU Form) 5. Original copies of the following: <ol style="list-style-type: none"> 5.1. For Filipinos PSA/NSO Birth Certificate 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 6. Statement of Responsibility (access link below) 7. Declaration As A New Student (access link below) 8. Clearance Form from the International Center (For International, dual citizenship and Filipinos born abroad applicants only) 9. Authenticated copy of original (TOR) Transcript of Records (For students who studied abroad only) 10. Statement of Undertaking (For reconsidered applicants only) 11. Original Copy of SAT Score (for applicants with SAT Scores only) 	Stamped Letter of Acceptance from DLSU	<ul style="list-style-type: none"> • High School Graduates with 1st and 2nd Semester Report Cards must ensure that both original Report Cards are signed by the designated Signatories (either Principal or HS Registrar) • High School Graduates with 1st and 2nd Semester Report Cards must provide photocopies for both Report Cards • The Notarized Undergraduate Non-Fraternity Contract Form must be submitted during the scheduled LPEP Orientation. • 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 • Graduates of IB Program must submit photocopy of their IB Diploma
2	Payment of Confirmation Fee (PhP 10,000.00)	Stamped Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation)	<ul style="list-style-type: none"> • Checks are not accepted • The Confirmation Fee will be credited to the tuition and fees if enrolled on Term 2 of AY 2018-19. Otherwise, it is non-refundable and will cover administrative costs.



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Step	Activity	Document		Notes
		To Be Submitted/Presented	To Be Received	
3	Claiming of Enrollment Schedules	DLSU Official Receipt (for confirmation)	1. Confirmation Slip 2. Enrollment Schedules and Procedures 3. Medical Information Sheet	
4	ID Picture Taking	Enrollment Confirmation Slip		<ul style="list-style-type: none"> All students must wear the required attire before they enter the venue. 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.

Electronic Forms and Resources

Declaration as a New Student

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-declaration-as-new-student.pdf>

Recommendation Form

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-recommendation.pdf>

Statement of Responsibility

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-responsibilities.pdf>

Undergraduate Non-Fraternity Contract Form

<https://www.dlsu.edu.ph/wp-content/uploads/2018/06/sdfo-ug-nfc-form.pdf>

Statement of Undertaking

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/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)

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. Letter of Acceptance from Office of Admissions and Scholarships 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 2017 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. Letter of Acceptance from Office of Admissions and Scholarships 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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Applicable for:

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

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"> 1. International Student Personal Data Sheet (use link below) 2. Three photos (2x2, colored, with white background) 3. Application Forms for Visa Conversion (Available at International Center) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> 4. Letter of Acceptance from Office of Admission and Scholarships 5. Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines 6. DLSU Official Receipt of Payment for Visa (P 14,700) 7. 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"> 1. International Student Personal Data Sheet (use link below) 2. Three Photos (2x2, colored, with white background) 3. Application Forms for Special Study Permit (Available at International Center) <p>Photocopy (original to be presented)</p> <ol style="list-style-type: none"> 4. Letter of Acceptance from Office of Admission and Scholarships 5. Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines 6. 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>	



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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:
<https://www.dlsu.edu.ph/students/international/how-to-apply/#BOI>

NOTES:

- A. Please refer to this link for the List of Visa Accepted for study at DLSU:
<https://www.dlsu.edu.ph/students/international/how-to-apply/#BOI>. 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

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/students/international/personalinfo.pdf>

Personal Data Sheet for Dual Citizens and Filipinos Born Abroad

<https://www.dlsu.edu.ph/wp-content/uploads/2018/08/pds-dual-citizens-fil-born-abroad.pdf>

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. International students, students with Dual Citizenship, and Filipinos born abroad must have secured their **Clearance form** from the International Center prior to Confirmation.
7. Certificate of Good Moral Character must be issued a year within application and must be printed on the official letter head of the school.

As of 28 November 2018