



Office of Admissions  
and Scholarships

**TRANSFER AND SECOND UNDERGRADUATE DEGREE  
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 3<sup>rd</sup> 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<br>(Monday)  | Last Name<br>A to F | Last Name<br>G to M | -                   | -                   |
| 11 December 2018<br>(Tuesday) | Last Name<br>N to P | Last Name<br>Q to S | Last Name<br>T to V | Last Name<br>W to Z |

**General Procedures**

| Step | Activity                         | Document   |  | Notes  |
|------|----------------------------------|--|--|--|
|      |                                  | To Be Submitted/Presented  | To Be Received                         |  |
| 1    | Submission of required documents | <ol style="list-style-type: none"> <li>1. Print out of Letter of Acceptance from DLSU</li> <li>2. Honorable Dismissal/Transfer Credential</li> <li>3. Current/Updated Transcript of Records</li> <li>4. PSA/NSO Birth Certificate (for Filipinos only)</li> <li>5. Photocopy of valid and unexpired Passport [bring original for verification purposes] (For Non-Filipinos only)</li> <li>6. Statement of Responsibilities (access link below)</li> <li>7. Declaration as a Transfer Student (access link below)</li> <li>8. Authenticated copy of Transcript of Records (For students who studied abroad only)</li> <li>9. Statement of Undertaking (<i>For reconsidered applicants only</i>)</li> <li>10. Notarized Undergraduate Non-Fraternity Contract (access link below)</li> <li>11. Consent Form (access link below)</li> </ol> | Stamped Letter of Acceptance from DLSU | <ul style="list-style-type: none"> <li>• The Notarized Undergraduate Non-Fraternity Contract Form must be submitted directly to the Discipline Office on the day of your LPEP Orientation</li> <li>• Original and complete Transcript of Records (TOR) must be authenticated by the Philippine Embassy in the country where the school is located. (For students who studied abroad only)</li> </ul> |



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

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

| Step | Activity                                    | Document                                 |   | Notes  |
|------|---|--|---|--|
|      |   | To Be Submitted                          | To Be Received  |  |
| 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"> <li>• Checks are not accepted</li> <li>• The Confirmation Fee will be credited to the tuition and fees if enrolled on Term 2 of AY 2018-19. Otherwise, it is <b>non-refundable</b> and will cover administrative costs.</li> </ul>  |
| 3    | Claiming of Enrollment Schedules            | DLSU Official Receipt (for confirmation) | <ol style="list-style-type: none"> <li>1. Enrollment Confirmation Slip</li> <li>2. Enrollment Schedules and Procedures</li> <li>3. Medical Information Sheet</li> </ol> |  |
| 4    | ID Picture Taking                           | Enrollment Confirmation Slip             |   | <ul style="list-style-type: none"> <li>• All students must wear the required attire before they enter the venue.</li> <li>• 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.</li> <li>• All students are required to wear clothing that will contrast against a beige background</li> <li>• The ID In-charge will refuse to take the picture of students who will not comply with the required attire</li> </ul> |

**Electronic Forms and Resources**

**Declaration as a Transfer Student**

[https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration\\_transferstudent.pdf](https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration_transferstudent.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/2018/06/sdfo-ug-nfc-form.pdf>

**Consent Form**

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/consent-form-short-version.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:

| <b>Document(s) To Be Submitted</b>   |  |
|--|--|
| <b>International Students</b>  | <b>Students with Dual Citizenship and Filipinos Born Abroad</b>  |
| <p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. International Student Personal Data Sheet (use link below)</li> <li>2. Photo (colored, 2x2)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>3. Letter of Acceptance from Office of Admissions and Scholarships</li> <li>4. Passport page with photo/details and stamp of latest arrival in the Philippines</li> <li>5. Visa (first issuance and extension)</li> <li>6. Annual Report Receipt for 2017</li> <li>7. Any of the following (whichever is applicable):               <ul style="list-style-type: none"> <li>• Alien Certificate of Registration (ACR)</li> <li>• I-Card (front and back page)</li> <li>• SRRV Card</li> <li>• SIRV Card</li> </ul> </li> </ol> | <p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. Personal Data Sheet (use link below)</li> <li>2. Photo (colored, 2x2)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>3. Letter of Acceptance from Office of Admissions and Scholarships</li> <li>4. Any of the following:               <ul style="list-style-type: none"> <li>• Philippine Passport</li> <li>• Certificate of Recognition as a Filipino</li> <li>• Naturalization Certificate as Filipino</li> </ul> </li> <li>5. Foreign Passport (if applicable)</li> </ol> |



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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><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. International Student Personal Data Sheet (use link below)</li> <li>2. Three photos ( 2x2, colored, with white background)</li> <li>3. Application Forms for Visa Conversion (Available at International Center)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>4. Letter of Acceptance from Office of Admission and Scholarships</li> <li>5. Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines</li> <li>6. DLSU Official Receipt of Payment for Visa (P 14,700)</li> <li>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</li> </ol> <p><b>Note</b><br/>Students applying for student visa <b>will be required to surrender their passports with 59 days tourist visa and medical quarantine stamp</b> on a specific date to be given by the International Center.</p> | <p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>1. International Student Personal Data Sheet (use link below)</li> <li>2. Three Photos ( 2x2, colored, with white background)</li> <li>3. Application Forms for Special Study Permit (Available at International Center)</li> </ol> <p><b>Photocopy (original to be presented)</b></p> <ol style="list-style-type: none"> <li>4. Letter of Acceptance from Office of Admission and Scholarships</li> <li>5. Passport page with photo/details and stamp of latest arrival, and validity of tourist visa in the Philippines</li> <li>6. DLSU Official Receipt of Payment for Visa (P 9,000)</li> </ol> <p><b>Note</b><br/>Students applying for Special Study Permit will be <b>required to surrender their passports with 59 days tourist visa</b> on a specific date to be given by the International Center.</p> |
| Reference: <a href="http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf">http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf</a>   |  |



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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](mailto: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. Transcript of Records with erasures and alterations must be accompanied by a **Certification of Authenticity** from the University Registrar.
4. **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.
5. International students, students with Dual Citizenship, and Filipinos born abroad must have secured their **Clearance Form** from the International Center prior to Confirmation.

*As of 28 November 2018*