



External Relations and
Internationalization Office

DLSU FACTSHEET

INBOUND EXCHANGE STUDENT
Academic Year 2017-2018

CONTACT INFORMATION	
Name of Institution	De La Salle University
Homepage / Website	www.dlsu.edu.ph
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Office in charge and contact persons	Office of the Vice President for External Relations and Internationalization Henry Sy Sr. Hall, 14 th Floor Trunk line: (+632) 524-4611, Ext. 163 / Direct line: +632 523-3911 (telefax) INTERNATIONAL CENTER St. Joseph Building, Room 207 Trunk line: (+632) 524-4611, Ext. 289 / Direct line: (+632) 525-6727 (telefax) Email: erio@dlsu.edu.ph / Website: http://www.dlsu.edu.ph/students/international/
	Dr. Laurene Chua-Garcia Vice President, External Relations and Internationalization De La Salle University
	Ms. Rhodora Caballero Program Assistant, Partnerships and Collaboration International Center Office of the Vice President for External Relations and Internationalization rhodora.caballero@dlsu.edu.ph
APPLICATION REQUIREMENTS	
Application Requirements for INBOUND Exchange Students	A. DLSU Inbound Exchange Student Application Form (http://www.dlsu.edu.ph/students/international/_pdf/inbound-exchange-student-admission-form.pdf) B. Original Transcript of Records C. Minimum CGPA of 3.0/4.0 D. Proof of English proficiency (<i>at least one of the following</i>) <ol style="list-style-type: none"> a. TOEFL score of at least 550-pbt b. IELTS band of 6.0 or better c. Certificate of English Proficiency or English as a Medium of Instruction E. Photocopy of passport photo-bio page F. Curriculum Vitae G. List of courses currently being taken at home university H. Letter of Recommendation to Enroll as Exchange Student at DLSU I. Certificate of Good Moral Character J. Medical Health Certificate with Chest X-ray results (this will be validated by the Medical Clinic of DLSU upon arrival in the Philippines) K. <i>To be brought upon arrival to the Philippines:</i> <ol style="list-style-type: none"> a. International Health Insurance (comprehensive: accident, medical, death) b. Tourist/Travel Visa c. 5 pcs 2x2 inches colored photo (no glasses, white background)
Important Dates	
Academic Calendar/ Application Deadlines	Term 1 – August/September to December (MAY 30) Term 2 – January to April (SEPTEMBER 30) Term 3 – May to August (JANUARY 30)
Notification of Acceptance	At least one month after the deadline

First Term AY 2017-2018	Arrival of inbound exchange students – September 2, 2017 (latest arrival) Orientation Program – September 4-5, 2017 Start of classes – September 11, 2017 Final Exams – December 13-19, 2017
Second Term AY 2017-2018 08 JANUARY 2018 – 21 APRIL 2018	Arrival of inbound exchange students - 03 January 2018 Orientation - 04 January 2018 Start of classes - 08 January 2018 Final examination - 21 April 2018
Third Term AY 2017-2018 (no schedule yet)	Arrival of inbound exchange students Orientation Program Start of classes Final examination
Visa Information and Study Permit	
Tourist/Travel Visa	Most countries require a travel/tourist visa upon entry to the Philippines. For visa-free countries, the Philippine Bureau of Immigration (BI) issues a 30-day visa waiver upon entry of the foreign national. Extension of the tourist visa is applied at the BI Office in Intramuros, Manila prior to the expiration of the 30-day waived visa.
Special Study Permit (SSP)	The Special Study Permit is a legal document similar to a visa for study. However, it is issued to international students who are taking short-term study program, like exchange students. The International Center shall handle the processing of the student's Special Study Permit which will allow the exchange student to study at DLSU for a period of 1 or 2 trimesters. SSP is valid for one trimester only and an updated tourist visa is required for students who are using SSP. The SSP fee is independent of the Tourist Visa extension fees.
Alien Certificate of Registration and Information Card (ACR I-Card) PHP1.00 = USD50.00 (as of Sept. 2017)	The Bureau of Immigration also requires an ACR I-Card for those who are using SSP. The ACR I-Card is valid for one year hence, there is no need to apply for a new ACR I-Card if the student will stay for one to two terms at DLSU. <ul style="list-style-type: none"> • Cost of SSP and ACR I-Card – PHP 9,000.00 (USD180) valid for one (1) term. This will be paid to DLSU Accounting Office during Orientation Day. • Tourist visa monthly extension fees - approximately *PHP3,520.00 for the first extension and *PHP4, 800.00 for the second and each succeeding extensions. (<i>*may change without prior notice from the Bureau of Immigration</i>)
International Medical/Health Insurance	
	All exchange students are required to bring with them an international health insurance that covers medical, accident, hospitalization and death for the entire duration of the exchange period.
Housing accommodation (Recommended Off-campus residences) (Fees are subject to change without prior notice)	
Exchange students will receive a Housing Reservation Form together with the Letter of Acceptance/Offer Letter and a procedure to reserve housing and payments to be made.	<ol style="list-style-type: none"> 1. CARA CELINE DORMTEL (#2450 Del Carmen St. cor. Tikong St., Malate, Manila 1004) <ul style="list-style-type: none"> • 4 in a room scheme → Php 8,440.00 (premium) or Php 6,440.00 (standard) monthly • 3 in a room scheme → Php 10, 240.00 (premium) or Php 8,240.00 (standard) monthly 2. @HOME DORMTEL (Exclusive for girls) (#2470 Del Carmen St., Malate, Manila) <ul style="list-style-type: none"> • Single room Php 10,000.00 • Room for 2 Php 12, 000.00 (Php 6,000.00 each)

<p>A waiver is required for accommodation not on the recommended list of DLSU.</p>	<ol style="list-style-type: none"> 3. TAHILAN RESIDENCES (Exclusive for girls) (#2396 Leon Guinto St., Malate, Manila) <ul style="list-style-type: none"> • Single room Php 18,000.00 • Room for 3 Php 15,400.00 4. PROVIDENCE TOWER (#2471 Leon Guinto Street Corner Estrada St. Malate, Manila) <ul style="list-style-type: none"> • Room sharing with 2-4 occupants in a room • Priority is given to exchange students who will enroll for 2 Terms to 1 Acad. Year 5. W.H. TAFT RESIDENCES (http://www.whaftresidences.com/) (Taft Ave, Malate, Manila) <ul style="list-style-type: none"> • Room rate is PHP21,000.00 • Room sharing (double) at PHP10,500.00 per head • Priority is given to visiting professors and exchange students 6. UNIVERSITY PAD (UPAD) RESIDENCES (http://www.universitypad.com.ph/) (#912 Pablo Ocampo St., Malate Metro Manila, Philippines, 1004) <ul style="list-style-type: none"> • Double and quadruple sharing at Php6,000/mo./person • Assigned floors exclusive for boys and girls 7. UNIVERSITY COLLEGE RESIDENCE (http://www.facebook.com/UniversityCollegeResidenceDormitory/) (#1052 ESTRADA ST., CORNER ARELLANO ST., MALATE MANILA) <ul style="list-style-type: none"> • Room rate is Php11,000/month (single occupancy) • Room sharing (double) is Php7,900/month
<p>Arrival notification and Airport pick-up</p>	
<p>Arrival Notification Form</p>	<p>Exchange students will be asked to fill-out an Arrival Notification Form (http://www.dlsu.edu.ph/linkages/pdf/arrival-notification-form.pdf) to be emailed back to the International Center (erio@dlsu.edu.ph) 2 weeks before the student's arrival to the Philippines.</p>
<p>Airport Pick-up</p>	<p>International students are advised to arrive between Monday to Friday and within working hours from 8:00 am to 5:00 pm. All inbound exchange students will be serviced by Nissan Airport Taxi. Students must give prior information to DLSU International Center for arrangements outside of the above mentioned schedule. <u>Arrival and airport pick-up expenses outside of the specified time schedule will be borne by the students.</u> The International Center can make the arrangements for the airport pick-up and transfer to the condominium/residence: Car rental – individual (Php800.00)/ Van rental – more than one passenger (Php1,500.00)</p>
<p>Enrollment in courses</p>	
<p>Online enrollment in courses</p>	<p>Enrollment in course will be done by the exchange student prior to the beginning of the Term. Exchange students will receive a notification to choose their desired courses to be enrolled at DLSU together with the Letter of Acceptance. They will also be informed in a separate communication (by email) of the schedule and the procedure for enrollment.</p>
<p>Maximum and minimum course loads</p>	<ol style="list-style-type: none"> a. Undergraduate: maximum of 15 units (4-5 courses) / minimum: 12 units (3-4 courses) b. Graduate: maximum of 9 units (3 courses) / minimum: 6 units (2 courses) c. Exchange students whose courses have been pre-enrolled prior to arrival at DLSU shall no longer be allowed to adjust or change approved courses, except for meritorious reason to be approved by the host College.

Crediting of courses and grading system																									
Credits	A course in De La Salle University consists of 3 credit units. This is based on actual contact hours with students. Laboratory classes under in Engineering and Science Laboratory courses have 3 contact hours per week but only carry 1 unit. English1 course has 6 contact hours per week but only carry 3 units. Physical Education courses carry 2 units. Engineering Algebra 1 has 5 contact hours per week but carry 3 units. To ensure that you are choosing the courses with your desired number of credit units, you may request your International Relations Office to coordinate this with the DLSU International Center contact person.																								
Grading system	<p>Below is the grading system at DLSU:</p> <p>4.0 Excellent 3.5 Superior 3.0 Very Good 2.5 Good 2.0 Satisfactory 1.5 Fair (No Credits) 1.0 Passed (No Credits) 0.0 Failed (No Credits)</p> <p>Below is the ASEAN Credit Transfer Equivalency table utilized by DLSU:</p> <table border="1"> <thead> <tr> <th>ASEAN Credit Transfer Equivalent</th> <th>Description</th> <th>Normal Distribution Guide</th> <th>DLSU Grade Point</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>10%</td> <td>4.0</td> </tr> <tr> <td>B</td> <td>Very Good</td> <td>25%</td> <td>3.0 – 3.5</td> </tr> <tr> <td>C</td> <td>Good</td> <td>30%</td> <td>2.0 – 2.5</td> </tr> <tr> <td>D</td> <td>Satisfactory</td> <td>25%</td> <td>1.0 – 1.5</td> </tr> <tr> <td>E/F</td> <td>Failed</td> <td>10%</td> <td>0.0</td> </tr> </tbody> </table>	ASEAN Credit Transfer Equivalent	Description	Normal Distribution Guide	DLSU Grade Point	A	Excellent	10%	4.0	B	Very Good	25%	3.0 – 3.5	C	Good	30%	2.0 – 2.5	D	Satisfactory	25%	1.0 – 1.5	E/F	Failed	10%	0.0
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Student Handbook																									
Student Discipline and Decorum	All international students are bound by the rules and regulations of DLSU. Each student receives a copy (hard/e-copy) of the DLSU Student Handbook during the orientation day. Students are advised to familiarize themselves with the important provisions of the Student Handbook to avoid any inconvenience while studying in the University.																								
Lasallian InSPIRE (International Students Program for Involvement in Responsive Exchange)																									
Required program for all inbound exchange students	A one-term development program designed to respond to the adjustment needs of international students. It provides activities that encourage them to interact with local (Filipino) students and fellow sojourners. InSPIRE consists of activities like cultural immersion trips, social interaction, skills development and seminars to enhance psychosocial and emotional adjustment. These activities are organized by the International Center in coordination with various units and organizations on and off campus. Activities of InSPIRE are distributed throughout the term, usually on a Friday because this is the University declared activity day. Exchange students are required to attend and complete all InSPIRE activities.																								
Official Transcript of Records																									
	The Official Transcript of Records (TOR) will be available 4 weeks after the end of the exchange period. Exchange students will apply for the TOR through an online facility and they will receive the TOR through courier service.																								

Learning English	
<p><i>Non-academic Language courses</i></p> <p>(Center for English and Lifelong Learning - CELL)</p>	<p>Aside from the English academic programs offered by the De La Salle University Department of English and Applied Linguistics (DEAL), there are non-academic English courses that can be taken or enrolled in by interested international students. The Center for Language and Lifelong Learning (CELL) is a non-academic unit of DLSU which caters to clients who are interested in improving and honing their English Language proficiency in the four basic communication skills of listening, speaking, reading and writing. The Center is proud of its teachers who are specialists in their fields, particularly on English Language and its application. All language teachers are carefully screened and their continuing education is mandatory. This makes the Center the best of its kind on this side of the world. CELL offers classes in modules; they have Regular Classes (with 4 to 14 students), Special Classes (with 2 to 3 students) and Tutorial Classes (one-on-one). The modules cover conversational English (basic to advance), English grammar, pronunciation, reading comprehension and vocabulary development among others. Please check the CELL website for details regarding schedule of enrollment, fees, registration and other information: www.dlsu.edu.ph/academics/colleges/ced/cell/default.asp.</p>
Estimate cost of living and other expenses	
	<p>Actual expenditures will vary depending on individual spending habits. It is estimated that a student should plan to spend PHP18,900.00/month for BASIC living expenses including accommodation, utility bills, transportation, and food. Please check this link for the "Estimated Cost of Living" in the Philippines: www.dlsu.edu.ph/students/international/survival/cost.asp</p> <p>Please take note that all costs listed in the table are estimates only.</p> <p><u>Living Expenses</u></p> <p>Php8,000.00/month - Housing accommodation (Room sharing)</p> <p>Php2,000.00/month - Utility Bills (Electricity, Water, Telephone)</p> <p>Php10,300.00/month - Food & transportation (cost of ordinary meal starts at Php80)</p> <p>=====</p> <p>Php20,300 x4 months = Php81,200 (USD1,624) / USD1 –PHP50</p> <p><u>School Materials & Visa Expenses</u></p> <p>Php17,430.00 – Tourist visa extension fee (4 months)</p> <p>Php9,000.00 – SSP and ACR I-Card (1 Term)</p> <p>Php3,500.00 – books, printing and photocopy costs</p> <p>TOTAL ESTIMATED EXPENSES FOR 1 TERM: Php111,130 (USD2,222)</p>
For inquiries	erio@dlsu.edu.ph