



## PERMIT TO CROSS ENROLL

(Form No. EN-09)

### Section A: Host School Information

Name of Registrar	
School	
Address	

### Section B: Student Information

Name of Student			
ID Number		Degree Code	

### Section C: Course Information

Courses to be enrolled in Host Institution	Equivalent DLSU Course Code	Units

### Section D: Recommending Approval

Department Chair (not needed for NSTP)	Associate Dean / Dean of Student Affairs (for NSTP)
          SIGNATURE OVER PRINTED NAME / DATE	          SIGNATURE OVER PRINTED NAME / DATE

### Section D.2 Clearance from International Center (Only for Application for Cross Enrollment Abroad)

<b>Type of Outbound Mobility:</b> <input type="checkbox"/> On Scholarship <input type="checkbox"/> Self-Paying <input type="checkbox"/> Short/Summer Program  <b>Duration of Program:</b> <input type="checkbox"/> 1 Semester <input type="checkbox"/> 1 Academic Year <input type="checkbox"/> _____ days	<b>Vice President for External Relations and Internationalization</b>          SIGNATURE OVER PRINTED NAME / DATE
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### Section E: DLSU Approval

Associate Registrar	Instructions to Student
          SIGNATURE OVER PRINTED NAME / DATE          NOT VALID WITHOUT DLSU SEAL	<ol style="list-style-type: none"><li>After the completion of the course(s), the student must secure a Certification/Transcript of Records from Host Institution containing the final grades in a sealed envelope with the signature of the Registrar on the envelope flap addressed to:  CROSS ENROLLMENT Office of the University Registrar De La Salle University-Manila</li><li>To make the crediting of the approved cross-enrolled courses, the document above must be submitted to the Enrollment Services Hub of De La Salle University-Manila (2<sup>nd</sup> Floor Henry Sy, Sr. Hall) not later than Week 2 of the following term.</li></ol>