

**CONFIRMATION GUIDELINES for  
INCOMING DLSU SCHOOL OF LAW STUDENTS – Group 2  
(SEMESTER 1, AY 2025-2026)**

1. To ensure a smooth processing of confirmation, **qualified applicants should observe strictly the Schedule (see Section A) and General Procedures (see Section B) below.**
2. The confirmation is intended to be done only by the applicant or his/her representative. Only one (1) companion for each applicant will be allowed to enter the campus. Companions will stay at a designated area inside the venue.
3. Qualified applicants or representatives will be required to ENTER the Taft Entrance of Henry Sy, Sr. Hall before they are allowed entry to the campus.
4. Applicants and companions are required to follow all health protocols to ensure safety during the confirmation activity. Bringing of personal hygiene kit, wearing masks, and maintaining safe distance from others are highly encouraged.
5. Applicants and companions who will bring a private vehicle are advised to look for parking space outside the University.
6. Children of employees, students, and visitors are not allowed on campus during regular days, Sundays and holidays due to possible disruption of work and operation and safety issues, except under the following conditions: (1) at least 7 years of age, (2) should be accompanied by an adult at all times, (3) the visitor has a legitimate transaction on campus, and (4) visitor's pass must be validated by the office visited. Children pertain to individuals below 18 years of age.
7. In accordance to the University's policy in reducing plastic pollution, security guards on duty in all gates of DLSU have been mandated to strictly prohibit the entry of single-use plastics.
8. Eating and drinking are not allowed inside the confirmation venue.
9. Conditional admission may be granted to applicants who submit incomplete academic transcripts and certificate of transfer credential, with the condition that they provide the complete documents at a later date. Transfer applicants are required to submit an original incomplete transcript and certificate of transfer credentials. For those whose last school attended is based abroad, an apostilled transcript and diploma photocopy are required.  
  
Applicants who cannot submit the Original Copy of the Academic Transcript with date of graduation and Certificate of Transfer Credentials/Honorable Dismissal will BE ALLOWED to confirm their enrollment provided that they can submit a Claim Stub which bears the Release Date of the requested academic Transcript and Certificate of Transfer Credentials/Honorable Dismissal is specified.
10. For Non-Filipino citizens, a clearance from the International Center must be obtained prior to confirmation. A representative from the International Center will be stationed at the venue. The clearance is a MANDATORY requirement.
11. A P14,000.00 non-refundable Reservation/Confirmation Fee that will cover administrative costs will be charged if the student pursues enrollment on Semester 1 of AY 2025- 2026. The non-refundable Reservation/Confirmation Fee is not an advance payment for enrollment and will not be credited toward tuition and fees for AY2025-2026.
12. Deferment or postponement of application to the DLSU Tañada – Diokno School of Law (TDSOL) and/or any other graduate program offered once per academic year is not allowed.
13. If a qualified applicant decides to withdraw application before confirmation, he or she is requested NOT to participate in any confirmation and/or enrollment activity. Applicants who will withdraw their application will be required to fill out and upload an accomplished, scanned copy of the Credentials Withdrawal Form to this link:

<https://docs.google.com/forms/d/e/1FAIpQLSeaXvgHMG8sSTYB5U2SNf6KhVFQQVmV6QwLVV9dvh8kgZnW8Q/viewform>

The Credentials Withdrawal Form can be downloaded from here:

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/graduate/credentials-withdrawal-form.pdf>

14. Qualified applicants who hold international or foreign citizenship and **Filipinos Born Abroad WITHOUT substantial proof of Filipino recognition** will be directed to see a representative from the DLSU International Center (IC) to have their immigration documents and Visa for Study evaluated BEFORE paying the non-refundable Reservation/Confirmation Fee in STEP 1.

A copy of the IC Visa Clearance will be turned over to the new student after evaluation.

International applicants are advised to go over the entries for Non-Filipino Applicants in the attached Appendix. For questions/concerns on citizenship-related requirements, email [erio@dlsu.edu.ph](mailto:erio@dlsu.edu.ph)

**Note: Filipinos born abroad WITHOUT substantial proof of Filipino recognition** will be classified as International Students. Hence, they must secure a Visa Clearance at IC before their scheduled fee for enrolment and will be required to apply for Student Visa or Special Study Permit (if applicable). In order to be classified as Filipino student with dual citizenship (Filipino as primary citizenship), the applicant must submit to the OAS any proof of Filipino recognition such as **Identification Certificate or Certificate of Re-Acquisition/Retention of Filipino Citizenship** issued by the Philippine Bureau of Immigration or a **valid Philippine passport** issued by the Department of Foreign Affairs.

15. Applicants who are awarded scholarships are also to notify the OAS if they will not pursue their enrollment during the term to allow OAS to remove them from the list of scholarship grantees. Applicant records will continue to exist if one fails to notify OAS and may result in failing grades due to non-cancellation of enrollment.

The decision for scholarships will be made after confirmation.

16. Please monitor and read your emails. There will be no phone calls from the Admissions Office to remind you about any interview appointments and/or submission of any incomplete requirements. As a lawyer-in-training, you are responsible for monitoring compliance with requirements.

## A. Schedule

**ENTER DLSU THROUGH the HENRY SY. SR. HALL (HSSH)  
HSSH Entrance Facing Taft Avenue**

Group	Date	Time				Venue
		8:00am - 10:00am	10:00am - 12:00nn	12:00nn - 2:00pm	2:00pm - 4:00pm	
1	19 and 20 June (Thu & Fri)	Last Name A to C	Last Name D to I	Last Name J to Q	Last Name R to Z	Enrollment Services Hub (ESH) Lobby, 2/F Henry Sy, Sr. Hall

17. If you are NOT confirming enrollment OR do not wish to proceed with your application, you must email us at [graduate.admissions@dlsu.edu.ph](mailto:graduate.admissions@dlsu.edu.ph) as soon as possible so we can assign your slot to other deserving candidates.

18. Successful applicants will lose their slots if no confirmation and payments are made on the dates stated in the table.

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

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

## B. General Procedures

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
1	Payment of the P14,000.00 Non-Refundable Reservation/Confirmation Fee	<ul style="list-style-type: none"> <li>• Letter of Acceptance to DLSU</li> </ul>	<ul style="list-style-type: none"> <li>• DLSU Official Receipt (for confirmation)</li> <li>• Agreement Form for Completion of Requirements (if there are lacking requirement/s)</li> </ul>	<ul style="list-style-type: none"> <li>• International applicants, including Filipino citizens without substantial proof of Filipino citizenship, will be directed to the International Center Representative to obtain a Clearance before proceeding to Step 1.</li> <li>• Students should already be in proper attire as early as the first step in time for the ID Picture Taking.</li> <li>• Checks will not be accepted.</li> <li>• P14,000.00 – Non-Refundable Reservation/Confirmation Fee</li> <li>• Exempted from paying Reservation/Confirmation Fees are CETREL Students, members of the FSC (Brothers) Community, and those with 100% St. La Salle Scholarships Grants. Proof of scholarship is required for submission.</li> </ul>
2	Verification of Admission Requirements	<ul style="list-style-type: none"> <li>• Letter of Acceptance to DLSU</li> <li>• Original copies of the following Admission Requirements: <ul style="list-style-type: none"> <li>- Application Form</li> <li>- Consent Form</li> <li>- PSA/NSO Birth Certificate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Incomplete Requirements Form (if there are lacking requirements)</li> </ul>	<ul style="list-style-type: none"> <li>• The Letter of Acceptance is accessible on this link: <a href="https://my.dlsu.edu.ph/students/admresult/default.aspx">https://my.dlsu.edu.ph/students/admresult/default.aspx</a></li> <li>• Original copies of the requirements are to be placed in a long brown envelope.</li> </ul> <p>The brown envelope should be properly labelled with the applicant's complete name (SURNAME, FIRST NAME, MIDDLE INITIAL) in big upper case letters on the upper left</p>

		<ul style="list-style-type: none"> <li>- Photocopy of Passport (if born abroad and/or with dual citizenship)</li> <li>- Photocopy of PSA/NSO Marriage Certificate (for female students who changed their last name upon marriage)</li> <li>- Transcript of Records or Apostille/Authenticated Transcript of Records if last school attended is based abroad</li> <li>- Certificate of Transfer Credentials/Honorable Dismissal</li> <li>- Photocopy of Diploma/Certificate of Graduation (if last school attended is based abroad)</li> <li>- Statement of Undertaking (<a href="https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/graduate/cols/graduate/cols-undertaking.pdf">https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/graduate/cols/graduate/cols-undertaking.pdf</a>)</li> </ul>		<p>corner on the backside of the envelope.</p> <ul style="list-style-type: none"> <li>• Applicants need to ensure that the name reflected on their acceptance letter is the same with their birth certificate/passport.</li> <li>• Qualified applicants are advised to check if their: <ul style="list-style-type: none"> <li>- complete name is correctly spelled in the Letter of Acceptance as this will be printed on the student ID card.</li> <li>- birth date, as it appears on the upper right hand corner of the front page, is correctly printed.</li> </ul> </li> </ul>
3	Claiming of Confirmation Kit	<ul style="list-style-type: none"> <li>• DLSU Official Receipt (for confirmation)</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation Kit</li> <li>• Enrollment Confirmation Slip</li> </ul>	<ul style="list-style-type: none"> <li>• The Confirmation Kit contains copies of the following: (1) Pre-Enrollment Guidelines and (2) Orientation Flyers.</li> </ul>
4	ID Picture Taking	<ul style="list-style-type: none"> <li>• DLSU Official Receipt (for confirmation)</li> </ul>		<p>Must conform with the following requirements:</p> <ul style="list-style-type: none"> <li>• Top with collar and sleeves (with or without coat);</li> <li>• No facial, ear, and neck jewelry;</li> </ul>

				<ul style="list-style-type: none"> <li>• No heavy make-up;</li> <li>• No eye-glasses;</li> <li>• Hair pulled back to show full face and ears during ID picture-taking;</li> <li>• Clothing should be in contrast with a beige background</li> </ul> <p><b>Note: <u>ID Personnel may refuse to take pictures of those who are not wearing the proper attire</u></b></p> <ul style="list-style-type: none"> <li>• Reprinting of ID due to name correction will be charged to the student's account.</li> </ul>
5	Submission of the DLSU Non-Fraternity Contract	<ul style="list-style-type: none"> <li>• Signed, Printout copy of the DLSU Non-Fraternity Contract</li> </ul>		<ul style="list-style-type: none"> <li>• To know more where and how to download, click here: <a href="https://www.dlsu.edu.ph/offices/osa-reference/sdfo/downloads/graduate-non-fraternity/">https://www.dlsu.edu.ph/offices/osa-reference/sdfo/downloads/graduate-non-fraternity/</a></li> </ul>

### C. Physical Examination

1. New Graduate students need to undergo the Entrance Physical Examination (EPE) as a requirement for official enrollment.
2. The following are required:
  - a) head-to-foot examination
  - b) dental examination
  - c) chest x-ray
  - d) drug testing including Methamphetamine HCl (Shabu), Tetrahydrocannabinol (Marijuana), and Methylenedioxymethamphetamine (Ecstasy) in the urine

Medical, dental, chest x-ray and drug examination results within the last 6 months, in relation to employment, if available may serve as the EPE. A photocopy of results with affixed 2" x 2" picture may be submitted online to [clinic@dlsu.edu.ph](mailto:clinic@dlsu.edu.ph). In the absence of this, refer to item 3.

3. EPE may be done in any reputable hospital / clinics or accredited clinics of De La Salle University at the expense of the student.
4. The following procedure in connection with the EPE must be observed:

Steps	Remarks
<b>[A]</b> Fill out the Medical and Dental Examination (MDE) form (NOTE: Scroll down to the last two pages these guidelines to see both forms.)	The Medical and Dental Form is attached to these Guidelines for Graduate Students Enrollment.  Attach a 2x2 color photo on the form
<b>[B]</b> Present the MDE form to any reputable hospital/clinic.	The examination fee varies from clinic to clinic. Physical and dental examination findings are documented on the Medical Examination Form (MEF) and Dental Examination Form (DEF) respectively. Except for additional chest x-ray procedure (if needed when the result suggests for apico-lordotic view), further procedures like oral prophylaxis, are not mandatory.
<b>[C]</b> Submit the MDE form with the physical examination results and requirements.	The following must be submitted: <ol style="list-style-type: none"> <li>(a) Accomplished MDE form</li> <li>(b) Chest X-ray film with official result</li> <li>(c) Drug test result</li> </ol> The requirements may be submitted to: - <a href="mailto:nidzma.lingad@dlsu.edu.ph">nidzma.lingad@dlsu.edu.ph</a> (SCANNED) OR - Rufino Campus Clinic once done/available on the following schedule: Mondays to Fridays 08:00 to 12:00, 13:00 to 17:00 hrs (HARD COPY)

**NOTE:** Periodic Health Examination is done every year and is one of the requirements for re-enrollment in the next academic year. You are advised to regularly check your My Lasalle account for announcements.

**For Non-Filipino Applicants (International or Foreign Students or Filipinos Born Abroad without proof of Filipino Citizenship or Recognition)**

>>> TO BE DONE BEFORE STEP 1 OF GENERAL PROCEDURES <<<

**MUST** be done on a different day before OR during the confirmation schedule

**IMPORTANT GUIDELINES AND PROCEDURES:**

1. **All non-Filipino students admitted to DLSU must have a valid visa or permit to study as mandated by the Philippine Immigration Law.** Please refer to the resource link below for the list of visas accepted for study at DLSU. Other visas not included on the list will be subjected for evaluation and approval.
2. The Office of the Vice President for External Relations and Internationalization (OVPERI), through the **International Center (IC)**, evaluates and determines the validity of visa acceptable for study and assists the International Students (IS) in processing their application for Student Visa (9F) or Special Study Permit (SSP) at the Philippine Bureau of Immigration (BI). **The IC is located at the Rm. 207, 2nd Floor, St. Joseph (SJ) Hall with office hours of 8:00 am to 5:00 pm from Mondays to Fridays.** For inquiries, you may call (+632) 8524-4611 (local 289) or 85256727 or send an email to ic.iss@[dlsu.edu.ph](mailto:ic.iss@dlsu.edu.ph) or ovperi@dlsu.edu.ph.
3. **Visa Clearance**, an official document or form issued by the IC, must be obtained by the IS-applicants or their representatives before or during their scheduled confirmation for enrolment. It will be issued upon presentation of original copy/ies and submission of photocopy/ies of the initial documentary requirements.
4. International Student (IS)-applicants aged 18 years and above who are holders of Temporary **Visitor/Tourist Visa (9A)** need to apply for **Student Visa (9F) Conversion**. Please refer below for the initial list of "Documentary Requirements" to be submitted at IC prior or during the confirmation period:
  - a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
  - b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay
  - c. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
  - d. Duly accomplished IC Application Form for 9F Visa (refer to the link below for electronic form)
  - e. Duly accomplished two (2) copies of duly accomplished Consolidated General Application Forms (CGAF) {refer to the link below for electronic form}
  - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
  - g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
  - h. Copy of Official Receipt of 9F Visa Conversion payment (Php14,700)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 2 of the Term** are as follows:

- a. National Bureau of Investigation (NBI) Clearance
- b. Drug Test Results from Accredited DOH Level 3 Hospitals
- c. Medical certificate that is "Fit to Study" (Hospital Letterhead/Logo) issued by Accredited DOH Level 3 Hospitals

[https://www.philhealth.gov.ph/partners/providers/facilities/accredited/HOSP\\_053124.pdf](https://www.philhealth.gov.ph/partners/providers/facilities/accredited/HOSP_053124.pdf)

- d. Original and photocopy of valid passport pages bearing the bio-page and latest admission with valid authorized stay of at least 60days upon submission
  - e. Joint letter of request to BI for 9F Visa Conversion (Template letter will be provided by the IC)
5. International Student (IS)-applicants aged below 18 years who will enroll in a degree program must secure a **Special Study Permit (SSP)**. Please refer below for the initial list of "Documentary Requirements" to be submitted at IC prior or during the confirmation period:
- a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
  - b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay
  - c. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
  - d. Duly accomplished IC Application Form for Special Study Permit (refer to the link below for electronic form)
  - e. Duly accomplished two (2) copies of duly accomplished Consolidated General Application Forms (CGAF) {refer to the link below for electronic form}
  - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
  - g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
  - h. Copy of Official Receipt of SSP payment (Php 9,000)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 2 of the Term** are as follows:

- a. Original and photocopy of a valid passport pages bearing the bio-page and latest admission with valid authorized stay (9A)
- b. Joint letter of request to BI for issuance of SSP (Template letter will be provided by the IC)

**Note::** International students who were issued an SSP are required to continuously update or extend their authorized stay (9A Visa) for the duration of their stay in the Philippines.

6. IS-applicants who are holders of a **9F Visa** issued by another school or learning institution maybe conditionally cleared by the IC on the following conditions:
- 6.1 IS-applicant's 9F Visa is valid until Week 5 of the term he/she enrolled in.
  - 6.2 IS-applicant did not transfer or dropped his/her enrollment within the first year of issuance of the 9F Visa.
  - 6.3 IS-applicant agrees to pay or bore the administrative fines and penalties imposed by the BI for student and school, if necessary, for the approval of his/her 9F Visa extension application.
  - 6.4 IS-applicant is required to process for **9F Visa Extension**. Please refer below for the list of documentary requirements to be submitted prior or during the confirmation period are as follows:
- a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
  - b. Copy of valid passport bearing the bio-page and latest 9F Visa stamp
  - c. Copy of Alien Certificate of Registration Information (ACR-I) Card
  - d. Copy of latest Annual Report Receipt

- e. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
- f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
- g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
- h. Official Receipt of 9F Visa Extension payment (Php16,200)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 2 of the Term** are as follows:

- a. National Bureau of Investigation (NBI) Clearance
- b. Certified True Copy of Transcript of Records
- c. Certified True Copy of Certificate of Eligibility to Transfer/Honorable Dismissal
- d. Letter of Explanation for the Issuance of Commission on Higher Education (CHED) Clearance/Endorsement in case of school transfer (Template letter will be provided by IC)

1. For IS-applicant who are holders of **immigrant and non-immigrant visas and special visas acceptable for study**, please refer below for the list of documentary requirements to be submitted prior or during the confirmation period are as follows:

- a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
- b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay
- c. Copy of visa implementation stamp or sticker
- d. Copy of valid Alien Certificate of Registration Information (ACR-I) Card
- e. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
- f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
- g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)

**Note:** IS-applicants with pending visa application at the Bureau of Immigration (BI) or other visa-issuing agencies must present a proof of pending application such as certification, order or a copy of official receipt of payment to be conditionally cleared by IC.

2. Filipino student-applicants with dual citizenship or Filipinos born abroad WITHOUT substantial proof of Filipino recognition will be classified as an International Student. Hence, they must comply with the visa requirement and apply for 9F Visa/SS to obtain a Visa Clearance at the IC before their scheduled confirmation for enrolment.
3. For Filipino student-applicants with dual citizenship or Filipinos born abroad with substantial proof of Filipino recognition, issuance of Visa Clearance is not required.

**Note:** In order to be classified as a Filipino student with dual citizenship, student-applicants must present and submit to the OAS any proof of Filipino recognition listed below.

- a) Identification Certificate
- b) Certificate of Re-Acquisition/Retention of Filipino Citizenship issued by the BI
- c) valid Philippine passport issued by the Department of Foreign Affairs

## **Resources and Electronic Forms**

List of Acceptable Visas for Study at DLSU

[http://www.dlsu.edu.ph/students/international/how\\_to\\_apply/valid-visa.asp](http://www.dlsu.edu.ph/students/international/how_to_apply/valid-visa.asp)

General Consolidated Application Form (BI Form) for Student Visa Conversion

<https://drive.google.com/file/d/1-q0ospTcrKfxOHn321VA1nBQblhVuXrT/view?usp=sharing>

General Consolidated Application Form (BI Form) for Student Visa Extension

<https://drive.google.com/file/d/1AREXPpl5elv58rUNZXZ-b2N5y2xHkBoP/view?usp=sharing>

General Consolidated Application Form (BI Form) for Special Study Permit

<https://drive.google.com/file/d/1pr0pkTne132ZXQ92wGekdKvkQ69MQwm3/view?usp=sharing>

Personal Data Sheet for International Students

<http://www.dlsu.edu.ph/students/international/requirements/personalinfo.pdf>

IC Application Form for Student Visa Conversion and Special Study Permit

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/students/international/ic-form-consolidated-9f-ssp-2018.pdf>

*As of 22 March 2023*

## HELPDESK CONTACT INFORMATION

Nature of Concern	Office	Contact Information
Payment of Reservation/Confirmation Fee	Financial Office (FO)	<a href="mailto:cashiers@dlsu.edu.ph">cashiers@dlsu.edu.ph</a> <a href="mailto:ocfo.studentservices@dlsu.edu.ph">ocfo.studentservices@dlsu.edu.ph</a>
Visa Clearance	Office of the Vice President for External Relations and Internationalization (ERIO) International Center (IC)	<a href="mailto:erio@dlsu.edu.ph">erio@dlsu.edu.ph</a>
Physical Exam	Health Services Office (HSO)	<a href="mailto:phex@dlsu.edu.ph">phex@dlsu.edu.ph</a> / <a href="mailto:clinic@dlsu.edu.ph">clinic@dlsu.edu.ph</a>
Scholarship Concerns	Office of Admissions and Scholarships (OAS)	<a href="mailto:scholarships@dlsu.edu.ph">scholarships@dlsu.edu.ph</a>
General Concerns	Office of Admissions and Scholarships (OAS)	<a href="mailto:graduate.admissions@dlsu.edu.ph">graduate.admissions@dlsu.edu.ph</a>

For urgent concerns, please call (8)524-4611 local 166 or 468.