



GENERAL GUIDE FOR PROCESSING OF SCHOLARSHIPS (INCOMING FRESHMEN SCHOLARS FOR TERM 1 AY **2022-23**)

Please refer to the step-by-step procedures below to guide you in processing your scholarship grant for Term 1, **AY 2022-2023**:

1. Read and follow the instructions indicated in the Enrollment Schedule and Procedures which was issued to you when you confirmed your enrollment onsite. For those who sent their confirmation documents via courier, the Enrollment Schedule and Procedures will be sent through email. Refer to the step on how to access your Enrollment Assessment Form (EAF) and how to pay your tuition and fees via the My La Salle portal at <https://my.dlsu.edu.ph>.

2. Once your EAF is available, upload a copy via Google Form link <https://forms.gle/SXX4CPkZdgUyF6246> from **August 22-27, 2022**.

Note: Scholars who are also DOST Merit Scholarship awardees are advised to upload the DOST Letter of Endorsement on the same link for OAS to be able to include the grant in the overall scholarship coverage. The letter of endorsement must be submitted to OAS every term as a requirement to process the grant.

3. Once the EAF is uploaded to the link, a copy of the Certificate of Support (COS) will be emailed to your registered email address 2-3 working days after receipt of your scholarship documents.

4. Partial scholars must refer to their Certificate of Support (COS) and pay the corresponding student payable (remaining balance) via **Bills Payment** at any UCPB, Metrobank, or Union Bank branch. **A copy of the validated bank payment slip/proof of payment, EAF, and Certificate of Support (COS) must be emailed immediately to ocfo.studentservices@dlsu.edu.ph and cashiers@dlsu.edu.ph with Subject Title: **Proof of TF Payment for Incoming Freshmen Partial Scholar (ID Number)**.**

The complete payment instruction details can be found on this link <https://www.dlsu.edu.ph/offices/accounting/official-payment-channels/>.

4. Access via **View Assessment** Facility in the My La Salle portal to see your Credit Reference (RF) Number which reflects your scholarship coverage:

- 4.1 For full scholars, RF will be available 5-10 working days after issuance of the Certificate of Support (COS). The Certificate of Support will be sent by the OAS to FAO.
- 4.2 For partial scholars, RF will be available 5-10 working days after submission of the validated bank payment slip (tuition and fees payment)

5. Notify us immediately should you decide not to pursue your enrollment to allow us to remove you from the list of scholarship grantees. Enrollment records will continue to exist if one fails to notify OAS and may result in failing grades due to the non-cancellation of enrollment.

Important Notes:

1. Please be reminded that if you will not pursue your enrollment in the university the PHP10,000- confirmation fee is non-refundable even if you were awarded a scholarship.

2. Please do not reply to this email. For concerns and inquiries, please email scholarships@dlsu.edu.ph.

3. For undergraduate admission concerns, please email admission.requirements@dlsu.edu.ph.

4. For tuition and fees payment concerns, please

email ocfo.studentservices@dlsu.edu.ph and cashiers@dlsu.edu.ph

5. For MLS activation concern, please email itservices@dlsu.edu.ph.

6. For urgent concerns, please call the following numbers:

Globe – 0927-760-6560 (8:30 to 12:00pm Monday to Friday / Saturdays 8:30am to 12:00pm)

Smart – 0999-3636546 (1:30 to 5:00pm Monday to Friday / Saturdays 8:30am to 12:00pm)