



ADVISORY: Transfer and Second Undergraduate Degree Confirmation and Enrollment for Term 1, AY 2022-2022

We are pleased to inform you that your transfer enrollment for Term 1, AY 2021-2022 has been confirmed. Your final degree program, college and campus is in your official offer letter emailed to your registered email address.

To better protect your safety and wellbeing, we have decided to conduct online enrollment from 30 September & 01 October 2021 for you to access your class schedule and pay your tuition and fees.

Please be advised you are no longer required to submit hardcopies of your admission credentials since we will temporarily collect scanned versions of the documents. Please note, however, that you are automatically tagged “Conditionally Admitted” until such time that you can submit your complete and original admission credentials to the Office of Admissions and Scholarships (OAS). Please refer to the complete list of required admission credentials attached to this email.

Deadline of submission will be emailed, when the health crisis conditions improve. Schedule and procedures of submission will be announced via DLSU Helpdesk Announcement at a later date.

To process your enrollment, please follow the step-by-step procedures below:

1. Submit scanned copy of the following requirements Transfer and Second Undergraduate Degree Enrollment Requirements for Term 1, AY 2021-2022 via [Transfer and Second Undergraduate Degree Enrollment Requirements for Term 1, AY 2021-2022](#) link from 16 to 17 September 2021.

1.1 Complete and Updated Transcript of Records (TOR)

Note: If your TOR is not yet complete, please submit a school certification to prove that you have not incurred failing and/or incomplete grade/s, unofficially dropped subjects and obtained a grade point average lower than 85% or its equivalent indicating the official date of release of your TOR.

1.2 Honorable Dismissal or Transfer Credential with **NSTP Serial Number** Indicated

Note: *Prior to admission of student transferee, NSTP serial number should be indicate in the Transfer Credentials. If none, or if and when the student transferee came from TESDA School, it's the obligation of the former school to apply for NSTP SERIAL Number*



1.3 Fully accomplished and signed Agreement Form for Completion of Requirements (form is attached to this email)

1.4 Proof of Confirmation Fee Payment (Php10,000)

1.4.1 Confirmation Fee Payment must be paid either 1) **Online Payment** through Debit Card/Credit Card (MASTERCARD/VISA) or 2) **Dragonpay** – The applicant may choose among a wide variety of payment options through DragonPay. Payment may be via online banking or over-the-counter with Dragonpay partner banks. Payment is also accepted through Bayad Center, SM Department Store/Supermarket bills payment, and many more collection agencies. DragonPay charges a minimal amount of Php20.00 as convenience fee. Indicate your complete Name and 8-digit reference number as payee when filling out the Bank Payment Slip.

2. Access your **Enrollment Assessment Form (EAF)** via the DLSU website which contains your class schedule and total tuition and fees assessment. Link will be sent via email starting 08 October 2021 to all applicants who submitted their requirements in the link provided in Item 1 above.

3. Pay your tuition and fees through the following channels from <https://www.dlsu.edu.ph/offices/accounting/official-payment-channels/>

3.1 A printed copy of the Official Receipt (OR) will be provided when work resumes on campus. In the meantime, OR details will be provided **ten (10) working days** from the date of payment coursed through official channels enumerated above. You can view these OR details in your MLS Account.

For those who are not able to receive their OR details including RF (for scholars) after **ten (10) working days**, please accomplish this **Google Form**.

Please **DO NOT PAY** through other **UNOFFICIAL** channels or payment facilities (e.g. GCash, Instapay, Over the Counter (OTC) and online bank payments using banks other than those listed above). These will NOT BE REFLECTED AS PAYMENTS in your enrollment records.

Finally, all inquiries and requests for clarification should be emailed to accounting@dlsu.edu.ph using your official dlsu.edu.ph email account.

4. Wait for the DLSU official email on how to access and attend your online classes. In case you do not receive the email, please contact itservices@dlsu.edu.ph immediately.

5. Please read thoroughly all the attachments in this email for your guidance and information.



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6. For inquiries and clarifications, please logged in via [CONFIRMATION OF ENROLLMENT CONCERNS: ID121 Transferees & 2nd Undergraduate Degree \(Term 1, AY 2021-2022\)](#)

Thank you.

**Office of Admissions and Scholarships
De La Salle University
2401 Taft Avenue, 922 Manila, Philippines**

As of 24 August 2021; 04:40 PM



LIST OF ADMISSION CREDENTIALS REQUIRED FOR TRANSFER AND SECOND UNDERGRADUATE DEGREE ENROLLMENT (TERM 1, AY 2021-2022)

1. Proof of Confirmation Fee Payment
2. Letter of Acceptance from DLSU
3. Original copy of **current/updated** Transcript of Records (TOR)
4. Honorable Dismissal/ **Transfer Credential with NSTP Serial Number Indicated**
5. Proof of identity and citizenship:

Citizenship	Required Documents
Filipino	Original PSA/NSO Birth Certificate
<ul style="list-style-type: none"> • Filipinos with Dual Citizenship: <ul style="list-style-type: none"> ○ Born in the Philippines ○ Born Abroad 	Original PSA/NSO Birth Certificate Copy of Recognition or Re-acquisition as Filipino Citizenship
<ul style="list-style-type: none"> • Non-Filipinos <ul style="list-style-type: none"> ○ Born in the Philippines ○ Born Abroad 	Birth Certificate and Valid and Unexpired Passport

6. Duly accomplished and signed Statement of Responsibilities accessible via:
<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-responsibilities.pdf>
7. Duly accomplished and signed Declaration as a Transfer Student accessible via:
https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration_transferstudent.pdf
8. Undergraduate Non-Fraternity Contract Form accessible via:
<https://www.dlsu.edu.ph/wp-content/uploads/2018/06/sdfo-ug-nfc-form.pdf>
9. Drug Testing Waiver Form accessible via:
<https://www.dlsu.edu.ph/wp-content/uploads/2018/06/drug-test-waiver-form.pdf>

Additional Requirements for specific groups:

- 1) For reconsidered applicants:
 - Statement of Undertaking accessible via:
<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-undertaking.pdf>
 - Waiver of No Credits on Units Earned
- 2) For applicants who studied in schools outside the Philippines:
 - Authenticated/Apostilled copy of the Official Transcript of Records
- 3) For applicants with dual citizenship:
 - Photocopy of Recognition or Reacquisition Letter as Filipino Citizen, if they wish to carry their Filipino citizenship



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- 4) For non-Filipino applicants:
- Clearance from International Center (for international students and Filipino dual citizens without substantial proof of Filipino citizenship)

Please refer to details on how to obtain the clearance from on the ATTACHMENT 2 below

Electronic Forms and Resources

Declaration as a Transfer Student

https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration_transferstudent.pdf

Statement of Responsibilities

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-responsibilities.pdf>

Statement of Undertaking (for Reconsidered Applicants)

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-undertaking.pdf>

Undergraduate Non-Fraternity Contract Form

<https://www.dlsu.edu.ph/wp-content/uploads/2018/06/sdfo-ug-nfc-form.pdf>

Drug Testing Waiver Form

<https://www.dlsu.edu.ph/wp-content/uploads/2018/06/drug-test-waiver-form.pdf>

Important Reminders

1. Enrollees with Incomplete Enrollment Requirements will be considered “**Conditionally Admitted**” and will be given one (1) term to submit all lacking requirements
2. **Transfer Credential with NSTP Serial Number** - Prior to admission of student transferee, NSTP serial number should be indicated onto the Transfer Credentials. If none, or if and when the student transferee came from TESDA School, it is the obligation of the former school to apply for NSTP SERIAL Number. All applicants must have applied for NSTP SERIAL NUMBER upon completion of NSTP.
3. International students, Filipino students with Dual Citizenship, and Filipinos born abroad without substantial proof of Filipino citizenship must have secured their VISA Clearance from the International Center prior to Confirmation.

For questions on Visa Clearance, please email christy.santiago@dlsu.edu.ph, Program Assistant for International Support Services of the DLSU International Center.

4. Deferment is valid for three (3) consecutive terms only. For reconsidered applicants, please refer to the conditions stated in your Statement of Undertaking.
5. The **Original and Complete Transcript of Records** must be **authenticated / apostilled** in the country where the school is located. If the Transcript of Records is not yet complete, we will be requiring the submission of complete transcript original Transcript of Records.
6. The Office of Admissions and Scholarships also reserves the right to deny/cancel admission to any applicant who upon submission of requirements incurred failing and/or incomplete grade/s, unofficially dropped subjects, and obtained a grade point average lower than 85% or its equivalent as indicated in the final copy of the Transcript of Records (TOR).



ATTACHMENT 2

Applicable for:

- **International Students**
- **Filipino Dual Citizens/ Filipinos Born Abroad WITHOUT PROOF OF FILIPINO CITIZENSHIP**

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

(MUST be done on a different day before 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 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 Student (IS) in processing his/her application for Student Visa Conversion or Special Study Permit (SSP) at the Philippine Bureau of Immigration (BI). For inquiries, you may send an email to erio@dlsu.edu.ph
3. **Visa Clearance**, an official document or form issued by the IC, must be obtained by the IS-applicant before his/her 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. For International Student (IS)-applicant holding a **Temporary Travel or Tourist Visa (9A)**, please refer below for the initial list of "Documentary Requirements" to be submitted at the International Center prior the scheduled confirmation:
 - a. Official DLSU Acceptance Letter (photocopy)
 - b. Original passport with valid Tourist Visa (for verification purposes only)
 - c. Passport bio-page, stamps of Tourist visa and latest arrival (photocopy)
 - d. Official Receipt of Payment for Student Visa Fee (Php14,700)/Special Study Permit (Php9,000)
 - e. Notarized Statement of Visa Compliance (available at the International Center)
 - f. Two (2) duly accomplished Consolidated General Application Forms (CGAF) {refer to the link below for electronic form and must be printed back to back in long bond paper}
 - g. IC Application Form for Visa and Permit (refer to the link below for electronic form)
 - h. Personal Data Sheet for International Students (refer to the link below for electronic form)



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- i. Three (3) pieces of 2x2 colored pictures with white background

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

- a. National Bureau of Investigation (NBI) Clearance (for IS with Student Visa Conversion application only)
 - b. Bureau of Quarantine Medical Clearance (for IS with Student Visa Conversion application only)
 - c. Original Passport with at least 59 days of Tourist Visa (both for IS with Student Visa Conversion and SSP application)
5. For IS-applicant holding a **valid Student Visa** issued by another Philippine Higher Education Institution (HEI), please refer below for the list of documentary requirements to be submitted:
- a. Official DLSU Acceptance Letter (photocopy)
 - b. Original passport with valid Student Visa stamp (for verification purposes only)
 - c. Passport bio-page and visa stamp (photocopy)
 - d. Valid Alien Certificate of Registration Information (ACR-I) Card (original for verification purposes and photocopy)
 - e. Certified True Copy of Transcript of Records
 - f. Certified True Copy of Certificate of Eligibility to Transfer
 - g. Letter of Explanation addressed to the CHED OSDS and BI Commissioner (template may be provided by IC)
 - h. Latest Annual Report Receipt (photocopy)
 - i. Notarized Statement of Visa Compliance (available at the International Center)
 - j. Personal Data Sheet for International Students (refer to the link below for electronic form)
 - k. One (1) piece of 2x2 colored picture

For IS-applicant holding **expired Student Visa** issued by another Philippine HEI, please refer below for the list of documentary requirements to be submitted:

- a. Official DLSU Acceptance Letter (photocopy)
- b. Original passport with valid Student Visa stamp (for verification purposes only)
- c. Passport bio-page and visa stamp (photocopy)
- d. Official Receipt of Payment for Student Visa Extension Fee (Php16,200)
- e. Alien Certificate of Registration Information (ACR-I) Card (original)



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- f. Certified True Copy of Transcript of Records
 - g. Certified True Copy of Certificate of Eligibility to Transfer
 - a. Letter of Explanation addressed to the CHED OSDS and BI Commissioner (template may be provided by IC)
 - h. Latest Annual Report Receipt (photocopy)
 - i. Notarized Statement of Visa Compliance (available at the International Center)
 - j. Two (2) duly accomplished Consolidated General Application Forms (CGAF) (refer to the link below for electronic form)
 - k. Personal Data Sheet for International Students (refer to the link below for electronic form)
 - l. Three (3) pieces of 2x2 colored picture with white background
6. For IS-applicant holding **other types of visa** (Native Born, 9G, SRRV, SIRV, etc.), please refer below for the list of documentary requirements to be submitted:
- a. Official DLSU Acceptance Letter (photocopy)
 - b. Original passport with valid visa stamp (for verification purposes)
 - c. Passport bio-page and visa page/s (photocopy)
 - d. Valid Alien Certificate of Registration Information (ACR-I) Card (original for verification purposes and photocopy)
 - e. Latest Annual Report Receipt (photocopy)
 - f. Notarized Statement of Visa Compliance (available at the International Center)
 - g. Personal Data Sheet for International Students (refer to the link below for electronic form)
 - h. One (1) piece of 2x2 colored picture with white background

Note: IS-applicant with pending visa application at the Bureau of Immigration (BI) must submit a proof of pending application from the BI such as certification or copy of official receipt of payment in order to obtain Visa Clearance.

7. **Filipino Dual Citizen or Filipino born abroad WITHOUT substantial proof of Filipino citizenship** will be classified as an International Student. Hence, he/she
8. must secure a Visa Clearance at IC before his/her scheduled confirmation for enrolment and will be required to apply for Student Visa or Special Study Permit. In order to be classified as Filipino student, substantial proof of Filipino citizenship includes **Identification Certificate and/or Certificate of Re-Acquisition/Retention of Filipino Citizenship** issued by the Philippine Bureau of Immigration and **valid Philippine passport** issued by the Department of Foreign Affairs.



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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

General Consolidated Application Form (BI Form) for Student Visa and Special Study Permit

http://xsite.dlsu.edu.ph/students/international/_pdf/general-application-form-student-visa.pdf

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 24 August 2021; 04:40 PM