



Office of Admissions  
and Scholarships

**TRANSFER AND SECOND UNDERGRADUATE DEGREE  
ENROLLMENT CONFIRMATION (Term 2 AY 2019-20)  
Schedules and Procedures**

**Enrollment Services Hub (ESH), 2nd Floor, Henry Sy Sr. Hall**  
Enter DLSU through Gate 2 (North)

**Reminders**

1. To ensure a smooth processing of confirmation, **applicants should observe strictly the schedule.**
2. The confirmation is intended to be done by the applicant. Areas accessible by companions may be limited.
3. Only applicants with complete requirements will be allowed to process their enrollment confirmation.
4. Attendance in the **Lasallian Personal Effectiveness Program (LPEP)** is a mandatory and is part of the requirements to complete enrollment. **The student must register at the Student Affairs Office 3<sup>rd</sup> Floor Br. Connon Hall and look for Ms. Nette Moreno for the schedule.**

**SCHEDULES**

Date	Time			
	08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
09 December 2019 (Monday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
10 December 2019 (Tuesday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z

**General Procedures**

Step	Activity	Document		Notes
		To Be Submitted/Presented	To Be Received	
1	Submission of required documents	<ol style="list-style-type: none"> <li>1. Print out of Letter of Acceptance from DLSU</li> <li>2. Honorable Dismissal/Transfer Credential</li> <li>3. Current/Updated Transcript of Records</li> <li>4. PSA/NSO Birth Certificate (for Filipinos only)</li> <li>5. Photocopy of valid and unexpired Passport [bring original for verification purposes] (For Non-Filipinos only)</li> <li>6. Statement of Responsibilities (access link below)</li> <li>7. Declaration as a Transfer Student (access link below)</li> <li>8. Authenticated copy of Transcript of Records (For students who studied abroad only)</li> <li>9. Statement of Undertaking (For reconsidered applicants only)</li> <li>10. Notarized Undergraduate Non-Fraternity Contract (access link below)</li> </ol>	Stamped Letter of Acceptance from DLSU	<ul style="list-style-type: none"> <li>• The Notarized Undergraduate Non-Fraternity Contract Form must be submitted directly to the Discipline Office on the day of your LPEP Orientation</li> <li>• Original and complete Transcript of Records (TOR) must be authenticated by the Philippine Embassy in the country where the school is located. (For students who studied abroad only)</li> </ul>



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

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

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
2	Payment of Confirmation Fee (PhP 10,000.00)	Stamped Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation)	<ul style="list-style-type: none"> <li>• Checks are not accepted</li> <li>• The Confirmation Fee will be credited to the tuition and fees if enrolled on Term 1 of AY 2019-20. Otherwise, it is <b>non-refundable</b> and will cover administrative costs.</li> </ul>
3	Claiming of Enrollment Schedules	DLSU Official Receipt (for confirmation)	<ol style="list-style-type: none"> <li>1. Enrollment Confirmation Slip</li> <li>2. Enrollment Schedules and Procedures</li> <li>3. Medical Information Sheet</li> </ol>	
4	ID Picture Taking	Enrollment Confirmation Slip		<ul style="list-style-type: none"> <li>• All students must wear the required attire before they enter the venue.</li> <li>• The required attire for male is plain polo with tie while the required attire for female is any blouse or dress with collar and sleeves.</li> <li>• All students are required to wear clothing that will contrast against a beige background</li> <li>• The ID In-charge will refuse to take the picture of students who will not comply with the required attire</li> </ul>

**Electronic Forms and Resources**

**Declaration as a Transfer Student**

[https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration\\_transferstudent.pdf](https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration_transferstudent.pdf)

**Statement of Responsibility**

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

**Undergraduate Non-Fraternity Contract Form**

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

**Statement of Undertaking**

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



Office of Admissions  
and Scholarships

Applicable for:

- International Students
- With Dual Citizenship
- Filipinos Born Abroad

**>>> 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 this link for the List of Visa Accepted 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). 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) - International Center (IC) assists the International Students in processing their application for Student Visa or Special Study Permit. The IC is located at the Rm. 207, 2<sup>nd</sup> Floor, St. Joseph (SJ) Hall. For inquiries, you may (+632) 524-4611 (local 289) or send an email to [erio@dlsu.edu.ph](mailto:erio@dlsu.edu.ph).
3. The IC Clearance for Confirmation will be issued only to applicants with valid and complete documents and requirements.
4. Applicants with pending visa application at the Bureau of Immigration (BI) must submit a proof or certificate of pending application from the BI. Please refer to the link for the procedures: [http://www.dlsu.edu.ph/students/international/how\\_to\\_apply/procedures-for-pending-visa-application.asp](http://www.dlsu.edu.ph/students/international/how_to_apply/procedures-for-pending-visa-application.asp)
5. Applicants with dual citizenship without substantial proof of Filipino citizenship will be required to apply for Student Visa or Special Study Permit.
6. For the following applicants, refer to the “Documentary Requirements” for securing an IC Clearance:
  - a. Applicants who will use other visa types (*not Student Visa nor Special Study Permit*)
  - b. Dual Citizens
  - c. Filipinos Born Abroad

DOCUMENTARY REQUIREMENTS	
International Students	Students with Dual Citizenship and Filipinos Born Abroad
<p><b>Photocopies only: Original copies to be presented for verification purposes</b></p> <ol style="list-style-type: none"> <li>1. Official DLSU Acceptance Letter</li> <li>2. Passport pages (bio-page and stamp of latest arrival in the Philippines)</li> <li>3. Visa (first issuance and extension)</li> <li>4. Annual Report Receipt for 2019</li> <li>5. Any one (whichever is available) of the following identification cards, front and back copies:</li> </ol>	<p><b>Photocopies only: Original copies to be presented for verification purposes</b></p> <ol style="list-style-type: none"> <li>1. Official DLSU Acceptance Letter</li> <li>2. Any of the following:               <ul style="list-style-type: none"> <li>• Philippine Passport (Bio-page)</li> <li>• Certificate of Recognition as a Filipino</li> <li>• Naturalization Certificate as Filipino</li> </ul> </li> <li>3. Foreign Passport bio-page (for Dual Citizen)</li> </ol> <p><b>Original copy</b></p>



Office of Admissions  
and Scholarships

<ul style="list-style-type: none"> <li>• Alien Certificate of Registration (ACR) I-Card</li> <li>• SRRV Card</li> <li>• SIRV Card</li> </ul> <p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>6. Personal Data Sheet for International Student (refer to the link for electronic form)</li> <li>7. One (1) 2x2 colored Picture</li> <li>8. Notarized Statement of Visa Compliance (available at the International Center)</li> </ol>	<ol style="list-style-type: none"> <li>4. Personal Data Sheet for Dual Citizens and Filipinos Born Abroad (refer to the link for electronic form)</li> <li>5. One (1) 2x2 colored Picture</li> </ol>
--	--

7. Applicants who will apply for **Student Visa and/or Special Study Permit** must submit the following “Documentary Requirements” before the issuance of the Clearance for Confirmation:

DOCUMENTARY REQUIREMENTS	
International Applicants Who Will Apply for Student Visa (9F)	Applicants Who Will Apply for Special Study Permit (SSP) (below 18 years old)
<p><b>Photocopies only: Original copies to be presented for verification purposes</b></p> <ol style="list-style-type: none"> <li>1. Official DLSU Acceptance Letter</li> <li>2. Passport pages (bio-page, stamp of latest arrival and tourist visa validity stamp)</li> <li>3. Official Receipt of Payment for Visa Fee (Php 14,700)</li> <li>4. National Bureau of Investigation (NBI) Clearance (<i>for students who filed their application for Student Visa six (6) months or more from the date of first arrival in the Philippines</i>)</li> </ol> <p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>5. Personal Data Sheet for International Students (refer to the link for electronic form)</li> <li>6. Three (3) 2x2 colored Pictures with white background</li> <li>7. IC Application Form for Visa Conversion (available at International Center)</li> <li>8. 2 copies of BI Consolidated General Application Form</li> </ol>	<p><b>Photocopies only: Original copies to be presented for verification purposes</b></p> <ol style="list-style-type: none"> <li>1. Official DLSU Acceptance Letter</li> <li>2. Passport pages (bio-page, stamp of latest arrival and tourist visa validity stamp)</li> <li>3. Official Receipt of Payment for SSP Fee - Php 9,000</li> </ol> <p><b>Original copy</b></p> <ol style="list-style-type: none"> <li>4. Personal Data Sheet for International Students (refer to the link for electronic form)</li> <li>5. Three (3) 2x2 colored Pictures with white background</li> <li>6. IC Application Form for Special Study Permit (available at the International Center)</li> <li>7. 2 copies of BI Consolidated General Application Form</li> </ol>



Office of Admissions  
and Scholarships

9. Notarized Statement of Visa Compliance (available at the International Center)	8. Notarized Statement of Visa Compliance (available at the International Center)
Reference: <a href="http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf">http://www.dlsu.edu.ph/students/international/requirements/visa-conversion-process.pdf</a>	

8. Applicants applying for Student Visa must submit their original passports with 59 days tourist visa and medical quarantine stamp during **Week 2 of the Term** at the International Center.
9. Applicants applying for Special Study Permit must submit their original passports with 59 days tourist visa during **Week 2 of the Term** at the International Center.

**Resources and Electronic Forms**

Personal Data Sheet for International Students

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

Personal Data Sheet for Dual Citizens and Filipinos Born Abroad

<http://www.dlsu.edu.ph/students/international/requirements/pds-dual-citizens-fil-born-abroad.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>

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

As of 26 November 2019