



Office of Admissions
and Scholarships

ADVISORY: Transfer and Second Undergraduate Degree Confirmation and Enrollment for Term 3, AY 2020-2021

We are pleased to inform you that your transfer enrollment for Term 3, AY 2020-2021 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 02 to 03 June 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 via <https://forms.gle/vvy6bG6QBVYhJA3dA> link from 26 to 27 May 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

Note: If your Honorable Dismissal or Transfer Credentials are not yet available, please submit a certification or claiming slip that you have requested for it and indicating the official date of release.

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

1.4 Validated Bills Payment Slip of Confirmation Fee Payment (Php10,000)



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1.4.1 Confirmation Fee Payment must be done through over-the-counter bills payment at Metrobank or Union Bank. 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 07 June 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 Over the counter Bills Payment at any accredited bank such as Unionbank, Metrobank and UCPB. Present the payment slip together with your EAF (printed or digital copy) to a designated teller of the chosen bank. After payment, please send the scanned copy or photo of duly validated Bills Payment Slip (BPS) to the email account of our chief cashier Mr. Jose Albania at jose.albania@dlsu.edu.ph and cc: accounting@dlsu.edu.ph

Please click

<https://www.dlsu.edu.ph/offices/accounting/official-payment-channels/> to see the bank account details, available payment schemes and options.

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. ID picture taking for your official school ID will be announced at a later date.

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

7. For inquiries and clarifications, please logged in via <https://forms.gle/uP37efmmm3gF4WP99>

Thank you.

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



LIST OF ADMISSION CREDENTIALS REQUIRED FOR TRANSFER AND SECOND UNDERGRADUATE DEGREE ENROLLMENT (TERM 3, AY 2020-2021)

1. Validated Bills Payment Slip (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

5. Proof of identity and citizenship:

Citizenship	Required Documents
Filipino	NSO / PSA Birth Certificate
<ul style="list-style-type: none">• Filipinos with Dual Citizenship:<ul style="list-style-type: none">○ Born in the Philippines○ Born Abroad	NSO / PSA 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>



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- 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
- 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. 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.

3. Deferment is valid for tree (3) consecutive terms only. For reconsidered applicants, please refer to the conditions stated in your Statement of Undertaking.



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4. Reconsidered applicants are required to take all Foundation Courses prescribed by their degree program regardless of Connect-Ed status.
5. Report Cards with erasures and alterations must be accompanied by a **Certification of Authenticity** from the High School Registrar.
6. The Recommendation Letter must be issued by the Principal, Guidance Counselor, Class Adviser or Subject teachers.
7. 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.



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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). **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 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)



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- 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)
 - 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.



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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.

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 10 May 2021