

GRADUATE ADMISSIONS

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 TRANSNATIONAL EDUCATION (TNE)

Graduate Application Procedures for Semester 1, AY2023-2024 (School of Law)

1. Application/Testing

- 1.1 The **APPLICATION PERIOD** for the DLSU Tañada-Diokno School of Law Semester 1, AY2023-2024 is from 23 January (Monday) to 25 March 2023 (Saturday).
- 1.2 All applicants who will be scheduled for the DLSU Juris Doctor Aptitude Test (JDAT) will take the proctored exam in an assigned testing venue at De La Salle University.

Due to system limitations, online testing will not be an option.

The **TEST VENUE/SCHEDULE** will be emailed to registered applicants days before the scheduled test.

Case	Activity	Dates	NOTES
1	Start of Application	January 23 (Monday)	
2	End of Application	March 25 (Saturday)	
3	- Test Administration to be scheduled in Classrooms and/or Computer Labs in DLSU - Manila - Online Testing NOT an option.	February 18 (Saturday)	for application period January 23 - February 11
		February 16 (Thursday)	
		February 14 (Tuesday)	
		February 24 (Friday)	for application period February 13 - 18
		February 23 (Thursday)	
		February 21 (Tuesday)	
		March 4 (Saturday)	for application period February 20 - 25
		March 2 (Thursday)	
		February 28 (Tuesday)	

	March 11 (Saturday)	for application period February 27 - March 4
	March 9 (Thursday)	
	March 7 (Tuesday)	
	March 18 (Saturday)	for application period March 6 - 11
	March 16 (Thursday)	
	March 14 (Tuesday)	
	March 25 (Saturday)	for application period March 13 - 18
	March 23 (Thursday)	
	March 21 (Tuesday)	
	April 1 (Saturday)	for application period March 20 - 25
	March 30 (Thursday)	
	March 28 (Tuesday)	

Issuance of test permits is system – generated and is on a first-come first-served basis; reservations are not allowed. Examinees will be assigned to the nearest, available test date. A P200.00 rescheduling fee will be charged if one reschedules.

Published testing dates may change without prior notice depending on the volume of applicants to be processed. Any updates on schedules will be posted in this same link (i.e., <https://www.dlsu.edu.ph/admissions/graduate/graduate-procedures-law/>)

2. How to Apply

2.1 **PREPARE** all application documents for scanning and uploading. For a summary of requirements, please click any of the following links:

- a. Requirements Check List for Local Applicants:
<https://www.dlsu.edu.ph/admissions/graduate/requirements-checklist-for-local-applicants/>
- b. Requirements Check List for International Applicants:
<https://www.dlsu.edu.ph/admissions/graduate/requirements-checklist-for-international-applicants/>

NOTE: International students who pursue Law will not be allowed to take the Bar Exams.

2.2 **PAY** the **NON-REFUNDABLE** application fee:

	Local	International
School of Law		- P2,500.00*

- DLSU Graduate	- P1,000.00	
- DLSU Affiliate Schools	- P1,200.00	
- Non-DLSU Graduate	- P1,500.00	

***NOTES:**

- Exempted from paying the application fee are members of the DLSU Brothers Community.

- Kindly check this link for more details on how to go about payment of application fees: <https://www.dlsu.edu.ph/offices/accounting/official-payment-channels/>

- Since applicants have yet to create their own MyLaSalle (MLS) accounts and thus have no access to the MLS system, payment options are over-the-counter and internet banking to accredited banks.
- Use your Application Number, specified on your Application Form, when asked to specify a Student Number and/or Reference Number.)

2.3 **CLICK** the appropriate link below and **UPLOAD** the scanned documents after **FILLING OUT** the form:

<https://bit.ly/3Wd4qnf>

Applicants who fail to upload a scanned copy of their GWA before the issuance of test permit will be allowed to do so until April 15, 2023. If by April 15, one's overall college GWA is still not available since one has not yet received his/her diploma or has graduated as of the time of application, the latest available CGPA or GWA will do as this is for evaluation purposes only.

The overall college GWA will be made a hard requirement during confirmation should one qualifies for admission and enrolls in the University.

Uploading of GWAs after issuance of test permit can be made here: <https://bit.ly/3QRCE8A>

Uploaded documents will be forwarded to the department for departmental review a week after the application deadline.

3. Department Review/Interview

3.1 The Office Assistants will use the contact numbers indicated on the application form to contact the applicant. **Please take note that not all applicants will be asked to appear for an interview.**

4. Notification of Admission Status

4.1 **APPLICATION RESULTS** will be released in June 2023.

4.2 Applicants will be asked to **MONITOR** their admission status via email. The email address the applicant indicated on his/her online application form will be used to: (1) send the link where one can download his/her status letter in pdf format at least three working days before the scheduled release date and (2) other notifications involved in application and enrollment.

Results of application for scholarship and financial assistance will be simultaneously posted on the letter of acceptance that will be emailed to successful applicants.

The above information may change without prior notice. For updated schedules, go to:

<https://www.dlsu.edu.ph/admissions/graduate/graduate-procedures-law/>