



Office of Admissions
and Scholarships

GRADUATE CONFIRMATION
At the Enrollment Services Hub Lobby (ESH Lobby)
2/F of the DLSU Henry Sy, Sr. Hall

Schedules and Procedures
(TERM 3, AY 2024-2025)

1. To ensure a smooth processing of confirmation, **qualified applicants should observe strictly the Schedule (see Section A) and General Procedures (see Section B) below.**
2. The confirmation is intended to be done only by the applicant or his/her representative. Only one (1) companion for each applicant will be allowed to enter the campus. Companions will stay at a designated area inside the venue.
3. Qualified applicants or representatives will be required to ENTER the Taft Entrance of Henry Sy, Sr. Hall.
4. Applicants and companions are required to follow all health protocols to ensure safety during the confirmation activity. Bringing of personal hygiene kit and maintaining safe distance from others are highly encouraged.
5. Applicants and companions who will bring a private vehicle are advised to look for parking space outside the University.
6. Children of employees, students, and visitors are not allowed on campus during regular days, Sundays and holidays due to possible disruption of work and operation and safety issues, except under the following conditions: (1) at least 7 years of age, (2) should be accompanied by an adult at all times, (3) the visitor has a legitimate transaction on campus, and (4) visitor's pass must be validated by the office visited. Children pertain to individuals below 18 years of age.
7. In accordance to the University's policy in reducing plastic pollution, security guards on duty in all gates of DLSU have been mandated to strictly prohibit the entry of single-use plastics.
8. Eating and drinking are not allowed inside the confirmation venue.
9. Applicants with incomplete requirements will be allowed to confirm but will be considered "**conditionally admitted**" until he/she has submitted the complete requirements. Submission of the Original Copy of the Academic Transcript with Date of Graduation AND Certificate of Transfer Credentials/Honorable Dismissal is MANDATORY. For Transferees, the mandatory documents are the original copy of the incomplete transcript AND Certificate of Transfer Credentials/Honorable Dismissal; for those whose last school attended is based abroad, an apostilled/authenticated copy of the transcript AND photocopy of diploma are required.

Applicants who cannot submit the Original Copy of the Academic Transcript with date of graduation and Certificate of Transfer Credentials/Honorable Dismissal will BE ALLOWED to confirm their enrollment provided that they can submit a print-out of the copy they uploaded online AND a Claim Stub which bears the Release Date of the requested academic transcript is specified.
10. For Non-Filipino citizens, a clearance from the International Center must be obtained prior to confirmation. A representative from the International Center will be stationed at the venue. The clearance is a MANDATORY requirement.
11. A P1,000.00 non-refundable Reservation Fee that will cover administrative costs will be charged if the student pursues enrollment on Term 3 of AY 2024- 2025. The Reservation Fee is not an advance payment for enrollment and will not be credited toward the tuition and fees for AY2024-2025.
12. Deferment or postponement of application to any graduate program offered once per academic year is not allowed.



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13. If a qualified applicant decides to withdraw application before confirmation, he or she is requested NOT to participate in any confirmation and/or enrollment activity. Applicants who will withdraw their application will be required to fill out and upload an accomplished, scanned copy of the Credentials Withdrawal Form to this link:

<https://docs.google.com/forms/d/e/1FAIpQLSeaXvgHMG8sSTYB5U2SNf6KhVFQQVmV6QwLVV9dvh8kqZnW8Q/view/form>

The Credentials Withdrawal Form can be downloaded from here:

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/graduate/credentials-withdrawal-form.pdf>

14. Qualified applicants who hold international or foreign citizenship and a **Filipino Born Abroad WITHOUT substantial proof of Filipino recognition** will be directed to see a representative from the DLSU International Center (IC) to have their immigration documents and Visa for Study evaluated BEFORE paying the non-refundable reservation fee in STEP 1.

A copy of the IC Visa Clearance will be turned over to the new student after evaluation.

International applicants are advised to go over the entries for Non-Filipino Applicants in the attached Appendix. For questions/concerns on citizenship-related requirements, email erio@dlsu.edu.ph

Note: Filipinos born abroad WITHOUT substantial proof of Filipino recognition will be classified as International Students. Hence, they must secure a Visa Clearance at IC before their scheduled confirmation for enrolment and will be required to apply for Student Visa or Special Study Permit (if applicable). In order to be classified as Filipino student with dual citizenship (Filipino as primary citizenship), the applicant must submit to the OAS any proof of Filipino recognition such as **Identification Certificate or Certificate of Re-Acquisition/Retention of Filipino Citizenship** issued by the Philippine Bureau of Immigration or a **valid Philippine passport** issued by the Department of Foreign Affairs.

15. Applicants who are awarded scholarships are also to notify the OAS if they will not pursue their enrollment during the term to allow OAS to remove them from the list of scholarship grantees. Applicant records will continue to exist if one fails to notify OAS and may result in failing grades due to non-cancellation of enrollment.



A. Schedule

**ENTER DLSU THROUGH the HENRY SY. SR. HALL (HSSH)
HSSH Entrance Facing Taft Avenue**

Colleges	Date	Time			
		8:00am - 10:00am	10:00am - 12:00nn	12:00nn - 2:00pm	2:00pm - 4:00pm
Br. Andrew Gonzalez FSC College of Education (BAGCED)	08 April (Tuesday)	Last Name A to C	Last Name D to I	Last Name J to Q	Last Name R to Z
College of Liberal Arts (CLA)					
College of Science (COS)	10 April (Thursday)	Last Name A to C	Last Name D to I	Last Name J to Q	Last Name R to Z
Ramon V. del Rosario College of Business (RVRCOB)					
Gokongwei College of Engineering (GCOE)					



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

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

B. General Procedures

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
1	Verification of Admission Requirements	<ul style="list-style-type: none"> • Letter of Acceptance to DLSU • Department Recommendation Form • Original copies of the following Admission Requirements: <ul style="list-style-type: none"> - Application Form - Consent Form - PSA Birth Certificate - Photocopy of Passport (if born abroad and/or with dual citizenship) - Photocopy of Marriage Certificate for female students who changed their last name upon marriage - Transcript of Records or Apostille / Authenticated/Apostilled ToR if last school attended is based abroad - Transfer Credentials/Honorable Dismissal - Photocopy of Diploma/Certificate of Graduation if last school attended is based abroad 	<ul style="list-style-type: none"> • Agreement Form for Completion of Requirements (if there are lacking requirements) • Stamped Letter of Acceptance 	<ul style="list-style-type: none"> • International applicants, including Filipino citizens without substantial proof of Filipino citizenship, will be directed to the International Center Representative to obtain a Clearance before proceeding to Step 1. • Pdf copies of the Department Recommendation Form were emailed to successful applicants. • Original copies of the requirements are to be placed in a long brown envelope. <p>The brown envelope should be properly labelled with the applicant's complete name (SURNAME, FIRST NAME, MIDDLE INITIAL) in big upper case letters on the upper left corner on the backside of the envelope.</p> <ul style="list-style-type: none"> • Applicants need to ensure that the name reflected on their acceptance letter is the same with their birth certificate/passport. • Qualified applicants are advised to check their Letter of Acceptance if their: <ul style="list-style-type: none"> - complete name is correctly spelled as this will be printed on the student ID card. - birth date, as it appears on the upper right hand corner of the front page, is correctly printed. • Successful applicants who will be exempted from paying the P1,000.00 non-refundable reservation fee will be directed to Step 3. • Exempted from paying Reservation Fees are: members of the FSC (Brothers) Community and those with 100% St. La Salle Scholarships Grants. Proof of scholarship is required for submission.



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<p>2</p>	<p>Payment of the P1,000.00 Non-Refundable Reservation Fee</p>	<ul style="list-style-type: none"> • Stamped Letter of Acceptance 	<ul style="list-style-type: none"> • DLSU Official Receipt (for confirmation) 	<ul style="list-style-type: none"> • Students should already be in proper attire as early as the first step in time for the ID Picture Taking. • Checks will not be accepted.
<p>3</p>	<p>Claiming of Confirmation Kit</p>	<ul style="list-style-type: none"> • Stamped Letter of Acceptance • DLSU Official Receipt for students in payment of the reservation fee. 	<ul style="list-style-type: none"> • Confirmation Kit • Enrollment Confirmation Slip 	<ul style="list-style-type: none"> • The Confirmation Kit contains copies of the Orientation Flyers. Pre-Enrollment Guidelines will be emailed.



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4	ID Picture Taking	<ul style="list-style-type: none">Enrollment Confirmation Slip	<p>Must conform with the following requirements:</p> <ul style="list-style-type: none">Top with collar and sleeves (with or without coat);No facial, ear, and neck jewelry;No heavy make-up;No eye-glasses;Hair pulled back to show full face and ears during ID picture-taking;Clothing should be in contrast with a beige background <p><u>Note: ID Personnel may refuse to take pictures of those who are not wearing the proper attire</u></p> <ul style="list-style-type: none">Reprinting of ID due to name correction will be charged to the student's account.
5	Submission of the DLSU Non-Violence Contract	<ul style="list-style-type: none">Signed, Printout copy of the DLSU NonViolence Contract	<ul style="list-style-type: none">To know more where and how to download, click here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/osa/sdfo/nvc-guidelines-gs-id124.pdf



Applicable for:

- **International Students**
- **Filipino students with Dual Citizenship/ 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 enrolment confirmation schedule

GUIDELINES AND PROCEDURES:

1. **All non-Filipino students admitted to DLSU must have a valid visa or permit to study as mandated by the Philippine Immigration 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 Students (IS) in processing their application for Student Visa (9F) 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 ic.iss@dlsu.edu.ph or ovperi@dlsu.edu.ph.
3. **Visa Clearance**, an official document or form issued by the IC, must be obtained by the IS-applicants or their representatives before or during their 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. International Student (IS)-applicants aged 18 years and above who are holders of Temporary **Visitor/Tourist Visa (9A)** need to apply for **Student Visa (9F) Conversion**. Please refer below for the initial list of "Documentary Requirements" to be submitted at IC prior or during the confirmation period:
 - a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
 - b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay (Please bring and present the ORIGINAL VALID PASSPORT)
 - c. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - d. Duly accomplished IC Application Form for 9F Visa (refer to the link below for electronic form)
 - e. Duly accomplished two (2) copies of duly accomplished Consolidated General Application Forms (CGAF) [refer to the link below for electronic form]
 - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)



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- g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
- h. Copy of Official Receipt of 9F Visa Conversion payment (Php14,700)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 of the Term** are as follows:

- a. National Bureau of Investigation (NBI) Clearance
 - b. Drug Test Results from Accredited DOH Level 3 Hospitals
 - c. Medical certificate that is "Fit to Study" (**Hospital Letterhead/Logo**) issued by Accredited DOH Level 3 Hospitals
(https://www.philhealth.gov.ph/partners/providers/institutional/accredited/LEVEL3_033123.pdf)
 - d. Original and photocopy of valid passport pages bearing the bio-page and latest admission with valid authorized stay of at least 60days upon submission
 - e. Joint letter of request to BI for 9F Visa Conversion (Template letter will be provided by the IC)
5. International Student (IS)-applicants aged below 18 years who will enroll in a degree program must secure a **Special Study Permit (SSP)**. Please refer below for the initial list of "Documentary Requirements" to be submitted at IC prior or during the confirmation period:
- a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
 - b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay
 - b. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - c. Duly accomplished IC Application Form for Special Study Permit (refer to the link below for electronic form)
 - d. Duly accomplished two (2) copies of duly accomplished Consolidated General Application Forms (CGAF) [refer to the link below for electronic form]
 - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
 - g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
 - h. Copy of Official Receipt of SSP payment (Php 9,000)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during **Week 1 of the Term** are as follows:

- a. Original and photocopy of valid passport pages bearing the bio-page and latest admission with valid authorized stay (9A)
- b. Joint letter of request to BI for issuance of SSP (Template letter will be provided by the IC)



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6. IS-applicants who are holders of a **9F Visa** issued by another school or learning institution maybe conditionally cleared by the IC on the following conditions:
- 6.1 IS-applicant's 9F Visa is valid until Week 5 of the term he/she enrolled in.
 - 6.2 IS-applicant did not transfer or dropped his/her enrollment within the first year of issuance of the 9F Visa.
 - 6.3 IS-applicant agrees to pay or bore the administrative fines and penalties imposed by the BI for student and school, if necessary, for the approval of his/her 9F Visa extension application.
 - 6.4 IS-applicant is required to process for **9F Visa Extension**. Please refer below for the list of documentary requirements to be submitted prior or during the confirmation period are as follows:
 - a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
 - b. Copy of valid passport bearing the bio-page and latest 9F Visa stamp
 - c. Copy of Alien Certificate of Registration Information (ACR-I) Card
 - d. Copy of latest Annual Report Receipt
 - e. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
 - g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
 - h. Official Receipt of 9F Visa Extension payment (Php16,200)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 of the Term** are as follows:

- a. National Bureau of Investigation (NBI) Clearance
 - b. Certified True Copy of Transcript of Records
 - c. Certified True Copy of Certificate of Eligibility to Transfer/Honorable Dismissal
 - d. Letter of Explanation for the Issuance of Commission on Higher Education (CHED)
 - e. Clearance/Endorsement in case of school transfer (Template letter will be provided by IC)
7. For IS-applicant who are holders of **immigrant and non-immigrant visas and special visas acceptable for study**, please refer below for the list of documentary requirements to be submitted prior or during the confirmation period are as follows:
- a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
 - b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay
 - c. Copy of visa implementation stamp or sticker and Visa Order
 - d. Copy of valid Alien Certificate of Registration Information (ACR-I) Card
 - e. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)



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- g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)

Note: IS-applicants with pending visa application at the Bureau of Immigration (BI) or other visa-issuing agencies must present a proof of pending application such as certification, order or a copy of official receipt of payment to be conditionally cleared by IC.

8. Filipino student-applicants with dual citizenship or Filipinos born abroad WITHOUT substantial proof of Filipino recognition will be classified as an International Student. Hence, they must comply with the visa requirement and apply for 9F Visa/SS to obtain a Visa Clearance at the IC before their scheduled confirmation for enrolment.
9. For Filipino student-applicants with dual citizenship or Filipinos born abroad with substantial proof of Filipino recognition, issuance of Visa Clearance is not required.

Note: In order to be classified as a Filipino student with dual citizenship, student-applicants must present and submit to the OAS any proof of Filipino recognition listed below.

- a) Identification Certificate
- b) Certificate of Re-Acquisition/Retention of Filipino Citizenship issued by the BI
- c) valid Philippine passport issued by the Department of Foreign Affairs

10. List of Acceptable Visas for Study:

- Student Visa
- Special Study Permit
- Missionary Visa
- Pre-arranged working Visa
- Subic Clark Working Visa
- Special Retirees Resident Visa
- Special Investors Resident Visa
- Diplomatic Visa
- Refugee Visa
- 47 (a)(2)
- EO 226 (as amended by RA-8756)
- Section 13 (a-g)
- Native Born
- MCL
- RA7919
- Temporary Resident Visa
- Permanent Resident/Immigrant Visa

Resources and Electronic Forms:

General Consolidated Application Form (BI Form) for Student Visa Conversion
<https://drive.google.com/file/d/1-q0ospTcrKfxOHn321VA1nBQbIhVuXrT/view?usp=sharing>

General Consolidated Application Form (BI Form) for Student Visa Extension
<https://drive.google.com/file/d/1AREXPpl5elV58rUNZXZ-b2N5y2xHkBoP/view?usp=sharing>

General Consolidated Application Form (BI Form) for Special Study Permit
<https://drive.google.com/file/d/1pr0pkTne132ZXQ92wGekdKvkQ69MQwm3/view?usp=sharing>



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Personal Data Sheet for International Students

<http://www.dlsu.edu.ph/wp-content/uploads/pdf/students/international/personalinfo.pdf>

IC Application Form for Student Visa Conversion and Special Study Permit
https://drive.google.com/drive/folders/12_aS76yIKp5KpZJ4rfeqqW33iTv9vRD7

revised as of 9 August. 2024

C. Physical Examination

1. New Graduate students need to undergo the Entrance Physical Examination (EPE) as a requirement for official enrollment.
2. The following are required:
 - a) head-to-foot examination
 - b) dental examination
 - c) chest x-ray
 - d) drug testing including Methamphetamine HCl (Shabu), Tetrahydrocannabinol (Marijuana), and Methylenedioxyamphetamine (Ecstasy) in the urine

Medical, dental, chest x-ray and drug examination results within the last 12 months from the date the PHEX was done, if available, may serve as the EPE. A photocopy of results with affixed 2" x 2" picture may be submitted online at phex@dlsu.edu.ph or the hard copy of results to the Main Clinic, ground floor, Br. Connon Hall, De La Salle University, Manila, starting 05 May 2025 until 06 June 2025. In the absence of this, refer to item 3.

3. EPE may be done in any reputable hospital /clinics or accredited clinics of De La Salle University at the expense of the student.
4. The following procedure in connection with the EPE must be observed:

Steps	Remarks
<p>[A] Fill out the Medical Examination Form (MEF) here and Dental Examination Form (DEF) here.</p>	<p>The Medical Examination Form (MEF) and Dental Examination Form (DEF) is also attached to these Guidelines for Graduate Students Enrollment</p>
<p>[B] Print the Medical Examination Form (MEF) and Dental Examination Form (DEF).</p>	<p>Attach a 2x2 color photo on the form</p>



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<p>[C] Present the MEF/DEF form to any reputable hospital/clinic or accredited clinics of De La Salle University.</p>	<p>The examination fee varies from clinic to clinic. Physical and dental examination findings are documented on the Medical Examination Form (MEF) and Dental Examination Form (DEF) respectively. Except for additional chest x-ray procedures (if needed when the result suggests for apico-lordotic view), further procedures like oral prophylaxis, are not mandatory.</p>
<p>[D] Submit the accomplished Medical and Dental Examination (MEF/DEF), Chest X-ray official results and the drug test results starting from 05 May 2025 until 06 June 2025.</p>	<p>The following must be submitted:</p> <ol style="list-style-type: none"> Accomplished Medical Examination Form (MEF) and Dental Examination Form (DEF) Chest X-ray official result (bring film for verification) Drug test result for Methamphetamine HCl, Tetrahydrocannabinol and Methylenedioxy-methamphetamine <p>The requirements may be submitted online at phex@dlsu.edu.ph or the hard copy of results to the Main Clinic, ground floor, Br. Connon Hall, De La Salle University Manila, following the schedule below:</p> <p style="text-align: center;">Mondays to Saturdays 08:00 to 11:00 13:00 to 16:00</p> <p>For TDSOL new graduate students, the requirements may be submitted online to phex@dlsu.edu.ph or the hard copy results to the TDSOL Clinic, 6th floor, De La Salle University Rufino Campus 38th Street, University Parkway Bonifacio Global City, following the schedule below:</p> <p style="text-align: center;">Mondays to Saturdays 09:00 to 12:00 13:00 to 17:00</p>

NOTE: Periodic Health Examination (PHEX) is done every year and is one of the requirements for enrollment and retention in the next academic year. You are advised to regularly check your MyLaSalle account for announcements.

The list of DLSU accredited clinics may be viewed below.



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GRADUATE CONFIRMATION
At the Enrollment Services Hub Lobby (ESH Lobby)
2/F of the DLSU Henry Sy, Sr. Hall

Schedules and Procedures
(TERM 2, AY 2024-2025)

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5. Applicants and companions who will bring a private vehicle are advised to look for parking space outside the University.
6. Children of employees, students, and visitors are not allowed on campus during regular days, Sundays and holidays due to possible disruption of work and operation and safety issues, except under the following conditions: (1) at least 7 years of age, (2) should be accompanied by an adult at all times, (3) the visitor has a legitimate transaction on campus, and (4) visitor's pass must be validated by the office visited. Children pertain to individuals below 18 years of age.
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12. Deferment or postponement of application to any graduate program offered once per academic year is not allowed.
13. If a qualified applicant decides to withdraw application before confirmation, he or she is requested NOT to participate in any confirmation and/or enrollment activity. Applicants who will withdraw their application will be required to fill out and upload an accomplished, scanned copy of the Credentials Withdrawal Form to this link:

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HSSH Entrance Facing Taft Avenue**

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Gokongwei College of Engineering (GCOE)					
Carlos L. Tiu School of Economics (CLTSOE)					



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- International Students
- Students with Dual Citizenship
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B. General Procedures

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
1	Verification of Admission Requirements	<ul style="list-style-type: none"> • Letter of Acceptance to DLSU • Department Recommendation Form • Original copies of the following Admission Requirements: <ul style="list-style-type: none"> - Application Form - Consent Form - PSA Birth Certificate - Photocopy of Passport (if born abroad and/or with dual citizenship) - Photocopy of Marriage Certificate for female students who changed their last name upon marriage - Transcript of Records or Apostille / Authenticated/Apostilled ToR if last school attended is based abroad - Transfer Credentials/Honorable Dismissal - Photocopy of Diploma/Certificate of Graduation if last school attended is based abroad 	<ul style="list-style-type: none"> • Agreement Form for Completion of Requirements (if there are lacking requirements) • Stamped Letter of Acceptance 	<ul style="list-style-type: none"> • International applicants, including Filipino citizens without substantial proof of Filipino citizenship, will be directed to the International Center Representative to obtain a Clearance before proceeding to Step 1. • Pdf copies of the Letter of Acceptance and Department Recommendation Form were emailed to successful applicants. • Original copies of the requirements are to be placed in a long brown envelope. <p>The brown envelope should be properly labelled with the applicant's complete name (SURNAME, FIRST NAME, MIDDLE INITIAL) in big upper case letters on the upper left corner on the backside of the envelope.</p> • Applicants need to ensure that the name reflected on their acceptance letter is the same with their birth certificate/passport. • Qualified applicants are advised to check if their: <ul style="list-style-type: none"> - complete name is correctly spelled in the Letter of Acceptance as this will be printed on the student ID card. - birth date, as it appears on the upper right hand corner of the front page, is correctly printed. • Successful applicants who will be exempted from paying the P1,000.00 non-refundable reservation fee will be directed to Step 3. • Exempted from paying Reservation Fees are: members of the FSC (Brothers) Community, and those with 100% St. La Salle Scholarships Grants. Proof of scholarship is required for submission.



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2	<p>Payment of the P1,000.00 Non-Refundable Reservation Fee</p>	<ul style="list-style-type: none"> • Stamped Letter of Acceptance 	<ul style="list-style-type: none"> • DLSU Official Receipt (for confirmation) 	<ul style="list-style-type: none"> • Students should already be in proper attire as early as the first step in time for the ID Picture Taking. • Checks will not be accepted.
3	<p>Claiming of Confirmation Kit</p>	<ul style="list-style-type: none"> • Stamped Letter of Acceptance • DLSU Official Receipt for students in payment of the reservation fee. 	<ul style="list-style-type: none"> • Confirmation Kit • Enrollment Confirmation Slip 	<ul style="list-style-type: none"> • The Confirmation Kit contains copies of the Orientation Flyers. Pre-Enrollment Guidelines will be emailed.



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4	ID Picture Taking	<ul style="list-style-type: none">• Enrollment Confirmation Slip	<p>Must conform with the following requirements:</p> <ul style="list-style-type: none">• Top with collar and sleeves (with or without coat);• No facial, ear, and neck jewelry;• No heavy make-up;• No eye-glasses;• Hair pulled back to show full face and ears during ID picture-taking;• Clothing should be in contrast with a beige background <p>Note: <u>ID Personnel may refuse to take pictures of those who are not wearing the proper attire</u></p> <ul style="list-style-type: none">• Reprinting of ID due to name correction will be charged to the student's account.
5	Submission of the DLSU Non-Violence Contract	<ul style="list-style-type: none">• Signed, Printout copy of the DLSU NonViolence Contract	<ul style="list-style-type: none">• To know more where and how to download, click here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/osa/sdfo/nvc-guidelines-gs-id124.pdf



Applicable for:

- **International Students**
- **Filipino students with Dual Citizenship/ 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 enrolment confirmation schedule

GUIDELINES AND PROCEDURES:

1. **All non-Filipino students admitted to DLSU must have a valid visa or permit to study as mandated by the Philippine Immigration 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 Students (IS) in processing their application for Student Visa (9F) 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 ic.iss@dlsu.edu.ph or ovperi@dlsu.edu.ph.
3. **Visa Clearance**, an official document or form issued by the IC, must be obtained by the IS-applicants or their representatives before or during their 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. International Student (IS)-applicants aged 18 years and above who are holders of Temporary **Visitor/Tourist Visa (9A)** need to apply for **Student Visa (9F) Conversion**. Please refer below for the initial list of "Documentary Requirements" to be submitted at IC prior or during the confirmation period:
 - a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
 - b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay (Please bring and present the ORIGINAL VALID PASSPORT)
 - c. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - d. Duly accomplished IC Application Form for 9F Visa (refer to the link below for electronic form)
 - e. Duly accomplished two (2) copies of duly accomplished Consolidated General Application Forms (CGAF) [refer to the link below for electronic form]
 - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)



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- g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
- h. Copy of Official Receipt of 9F Visa Conversion payment (Php14,700)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 of the Term** are as follows:

- a. National Bureau of Investigation (NBI) Clearance
- b. Drug Test Results from Accredited DOH Level 3 Hospitals
- c. Medical certificate that is "Fit to Study" (**Hospital Letterhead/Logo**) issued by Accredited DOH Level 3 Hospitals
(https://www.philhealth.gov.ph/partners/providers/facilities/accredited/HOSP_053124.pdf)
- d. Original and photocopy of valid passport pages bearing the bio-page and latest admission with valid authorized stay of at least 60days upon submission
- e. Joint letter of request to BI for 9F Visa Conversion (Template letter will be provided by the IC)

5. International Student (IS)-applicants aged below 18 years who will enroll in a degree program must secure a **Special Study Permit (SSP)**. Please refer below for the initial list of "Documentary Requirements" to be submitted at IC prior or during the confirmation period:

- a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
- b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay
- b. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
- c. Duly accomplished IC Application Form for Special Study Permit (refer to the link below for electronic form)
- d. Duly accomplished two (2) copies of duly accomplished Consolidated General Application Forms (CGAF) {refer to the link below for electronic form}
- f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
- g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
- h. Copy of Official Receipt of SSP payment (Php 9,000)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during **Week 1 of the Term** are as follows:

- a. Original and photocopy of valid passport pages bearing the bio-page and latest admission with valid authorized stay (9A)
- b. Joint letter of request to BI for issuance of SSP (Template letter will be provided by the IC)



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6. IS-applicants who are holders of a **9F Visa** issued by another school or learning institution may be conditionally cleared by the IC on the following conditions:
- 6.1 IS-applicant's 9F Visa is valid until Week 5 of the term he/she enrolled in.
 - 6.2 IS-applicant did not transfer or dropped his/her enrollment within the first year of issuance of the 9F Visa.
 - 6.3 IS-applicant agrees to pay or bore the administrative fines and penalties imposed by the BI for student and school, if necessary, for the approval of his/her 9F Visa extension application.
 - 6.4 IS-applicant is required to process for **9F Visa Extension**. Please refer below for the list of documentary requirements to be submitted prior or during the confirmation period are as follows:
 - a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
 - b. Copy of valid passport bearing the bio-page and latest 9F Visa stamp
 - c. Copy of Alien Certificate of Registration Information (ACR-I) Card
 - d. Copy of latest Annual Report Receipt
 - e. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
 - g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)
 - h. Official Receipt of 9F Visa Extension payment (Php16,200)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 of the Term** are as follows:

- a. National Bureau of Investigation (NBI) Clearance
 - b. Certified True Copy of Transcript of Records
 - c. Certified True Copy of Certificate of Eligibility to Transfer/Honorable Dismissal
 - d. Letter of Explanation for the Issuance of Commission on Higher Education (CHED)
 - e. Clearance/Endorsement in case of school transfer (Template letter will be provided by IC)
7. For IS-applicant who are holders of **immigrant and non-immigrant visas and special visas acceptable for study**, please refer below for the list of documentary requirements to be submitted prior or during the confirmation period are as follows:
- a. Copy of Acceptance/Offer Letter issued by the Office of Admissions and Scholarships (OAS)
 - b. Copy of valid passport pages bearing the bio-page and latest admission with valid authorized stay
 - c. Copy of visa implementation stamp or sticker and Visa Order
 - d. Copy of valid Alien Certificate of Registration Information (ACR-I) Card
 - e. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - f. Duly accomplished and notarized Statement of Visa Compliance (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)



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- g. Duly accomplished OVPERI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)

Note: IS-applicants with pending visa application at the Bureau of Immigration (BI) or other visa-issuing agencies must present a proof of pending application such as certification, order or a copy of official receipt of payment to be conditionally cleared by IC.

8. Filipino student-applicants with dual citizenship or Filipinos born abroad WITHOUT substantial proof of Filipino recognition will be classified as an International Student. Hence, they must comply with the visa requirement and apply for 9F Visa/SS to obtain a Visa Clearance at the IC before their scheduled confirmation for enrolment.
9. For Filipino student-applicants with dual citizenship or Filipinos born abroad with substantial proof of Filipino recognition, issuance of Visa Clearance is not required.

Note: In order to be classified as a Filipino student with dual citizenship, student-applicants must present and submit to the OAS any proof of Filipino recognition listed below.

- a) Identification Certificate
b) Certificate of Re-Acquisition/Retention of Filipino Citizenship issued by the BI
c) valid Philippine passport issued by the Department of Foreign Affairs

10. List of Acceptable Visas for Study:

- Student Visa
- Special Study Permit
- Missionary Visa
- Pre-arranged working Visa
- Subic Clark Working Visa
- Special Retirees Resident Visa
- Special Investors Resident Visa
- Diplomatic Visa
- Refugee Visa
- 47 (a)(2)
- EO 226 (as amended by RA-8756)
- Section 13 (a-g)
- Native Born
- MCL
- RA7919
- Temporary Resident Visa
- Permanent Resident/Immigrant Visa

Resources and Electronic Forms:

General Consolidated Application Form (BI Form) for Student Visa Conversion
<https://drive.google.com/file/d/1-q0ospTcrKfxOHn321VA1nBQblhVuXrT/view?usp=sharing>

General Consolidated Application Form (BI Form) for Student Visa Extension
<https://drive.google.com/file/d/1AREXPpI5elv58rUNZXZ-b2N5y2xHkBoP/view?usp=sharing>

General Consolidated Application Form (BI Form) for Special Study Permit
<https://drive.google.com/file/d/1pr0pkTne132ZXQ92wGekdKvkQ69MQwm3/view?usp=sharing>



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Personal Data Sheet for International Students

<http://www.dlsu.edu.ph/wp-content/uploads/pdf/students/international/personalinfo.pdf>

IC Application Form for Student Visa Conversion and Special Study Permit
https://drive.google.com/drive/folders/12_aS76yIKp5KpZJ4rfeqqW33iTv9vRD7

revised as of 9 August. 2024

C. Physical Examination

1. New Graduate students need to undergo the Entrance Physical Examination (EPE) as a requirement for official enrollment.
2. The following are required:
 - a) head-to-foot examination
 - b) dental examination
 - c) chest x-ray
 - d) drug testing including Methamphetamine HCl (Shabu), Tetrahydrocannabinol(Marijuana), and Methylenedioxymethamphetamine (Ecstasy) in the urine

Medical, dental, chest x-ray and drug examination results within the last 12 months from the date the PHEX was done, if available, may serve as the EPE. A photocopy of results with affixed 2" x 2" picture may be submitted online at phex@dlsu.edu.ph or the hard copy of results to the Main Clinic, ground floor, Br. Connon Hall, De La Salle University, Manila, starting 05 May 2025 until 06 June 2025. In the absence of this, refer to item 3.

3. EPE may be done in any reputable hospital /clinics or accredited clinics of De La Salle University at the expense of the student.
4. The following procedure in connection with the EPE must be observed:

Steps	Remarks
<p>[A] Fill out the Medical Examination Form (MEF) here and Dental Examination Form (DEF) here.</p>	<p>The Medical Examination Form (MEF) and Dental Examination Form (DEF) is also attached to these Guidelines for Graduate Students Enrollment</p>
<p>[B] Print the Medical Examination Form (MEF) and Dental Examination Form (DEF).</p>	<p>Attach a 2x2 color photo on the form</p>



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<p>[C] Present the MEF/DEF form to any reputable hospital/clinic or accredited clinics of De La Salle University.</p>	<p>The examination fee varies from clinic to clinic. Physical and dental examination findings are documented on the Medical Examination Form (MEF) and Dental Examination Form (DEF) respectively. Except for additional chest x-ray procedures (if needed when the result suggests for apico-lordotic view), further procedures like oral prophylaxis, are not mandatory.</p>
<p>[D] Submit the accomplished Medical and Dental Examination (MEF/DEF), Chest X-ray official results and the drug test results starting from 05 May 2025 until 06 June 2025.</p>	<p>The following must be submitted:</p> <ol style="list-style-type: none"> Accomplished Medical Examination Form (MEF) and Dental Examination Form (DEF) Chest X-ray official result (bring film for verification) Drug test result for Methamphetamine HCl, Tetrahydrocannabinol and Methylenedioxy-methamphetamine <p>The requirements may be submitted online at phex@dlsu.edu.ph or the hard copy of results to the Main Clinic, ground floor, Br. Connon Hall, De La Salle University Manila, following the schedule below:</p> <p style="text-align: center;">Mondays to Saturdays 08:00 to 11:00 13:00 to 16:00</p> <p>For TDSOL new graduate students, the requirements may be submitted online to phex@dlsu.edu.ph or the hard copy results to the TDSOL Clinic, 6th floor, De La Salle University Rufino Campus 38th Street, University Parkway Bonifacio Global City, following the schedule below:</p> <p style="text-align: center;">Mondays to Saturdays 09:00 to 12:00 13:00 to 17:00</p>

NOTE: Periodic Health Examination (PHEX) is done every year and is one of the requirements for enrollment and retention in the next academic year. You are advised to regularly check your My Lasalle account for announcements.

The list of DLSU accredited clinics may be viewed below.



MEDICAL EXAMINATION FORM

✓ DATE: _____
✓ SCHOOL YEAR: _____

✓ ID NUMBER: _____ ✓ COLLEGE: _____
✓ _____ LAST ✓ FIRST NAME: _____ ✓ MIDDLE NAME: _____
✓ NAME: _____
CONTACT #: _____

✓ CONTACT PERSON IN CASE OF EMERGENCY: _____ ✓ RELATIONSHIP: _____
✓ CONTACT #: _____

AUTHORITY TO CONDUCT MEDICAL EXAMINATION

✓ I, _____, years old accept and understand that I am required to undergo a physical examination and chest x-ray to determine my fitness and well-being as a student. I fully understand that the results will be held as confidential medical records and will be used by the University for my care and treatment. My health information cannot be released to third persons except with my consent or unless the disclosure of the information is required by law. I also accept and understand that the procedures are requirements for the next academic year enrolment. I acknowledge that my medical records will be retained by the University for a period of 5 years from examination or health visit.

✓ _____
Signature of Student

PHEX Consultation Details

Physical Exam (to be filled-out by a nurse/doctor)

✓ Blood Type _____
Blood Pressure _____
Resp. Rate _____
Temperature _____
Pulse Rate _____
✓ Height (in inches) _____
✓ Weight (in pounds) _____

BMI (to be computed by the system) _____
BMI Category-system-generated _____

✓ LMP (1st day of your last Menstruation)
(Female only) _____
Right Vision _____
Left Vision _____

Corrective Lens

MROTC _____
MPE _____

Medical History (updated)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Medications _____

✓ **Social History**

- ___ Smoking
- ___ Drinking
- ___ Exercising

✓ **Findings**

- Extremities
- ___ Left Handed
- ___ Right Handed

Diagnosis

Remarks/Recommendations

Physically Fit

For Clearance

Assigned Nurse

Examining Physician

Physical Findings	Abnormal Findings
EENT ___ Normal	
Head and Neck ___ Normal	
Breast ___ Normal	
Lungs ___ Normal	
Heart ___ Normal	
Neurologic ___ Normal	
___ Normal	
Abdomen ___ Normal	
Skin ___ Normal	
Drug test ___ Normal	



DENTAL EXAMINATION FORM

NAME: _____

ID No. : _____

Dental Information

Assigned Dentist _____

Date _____

Academic Year _____

General Condition

Good oral hygiene

Presence of calcular deposits/plaque

Gingivitis

Pyorrhoeic

Denture wearer up

Denture wearer down

With ortho braces up

With ortho braces down

Wearing Hawley's retainers

Others _____

Other Remarks _____

UPPER RIGHT									UPPER LEFT							
8	7	6	5	4	3	2	1	With Caries	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Amalgam	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	L/C	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Other resto mat	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	PLJC	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	PoJC	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Pontic	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Missing	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	RF	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Unerrupted	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	For exo	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	TF	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Abutment	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	RCT	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Impacted	1	2	3	4	5	6	7	8
LOWER RIGHT									LOWER LEFT							
8	7	6	5	4	3	2	1	With Caries	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Amalgam	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	L/C	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Other resto mat	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	PLJC	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	PoJC	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Pontic	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Missing	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	RF	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Unerrupted	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	For exo	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	TF	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Abutment	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	RCT	1	2	3	4	5	6	7	8
8	7	6	5	4	3	2	1	Impacted	1	2	3	4	5	6	7	8



Health Services Office

BRANCH NAME:	1. HPD ANTIPOLO BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	Decoro Commercial Bldg, lot 1, Blk 1 L. Sumulong Memorial Circle, Brgy. San Roque, Antipolo, Rizal, Philippines 1870
TEL NUMBER:	(02)8-727 9100
MOBILE NUMBER:	0933-8182037 (S) 0917-6343213 (G)
BUSINESS HOURS:	6:00am - 4:00pm (Mon - Sat)
EMAIL ADDRESS:	hpantipolo@hi-precision.com.ph
CONTACT PERSON:	Mr. Kristian Delos Santos Ms. Jc Guevara

BRANCH NAME:	2. HP PLUS AURA BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	3rd Floor SM Aura Premiere, McKinley Pkwy, Taguig, Metro Manila, Philippines
TEL NUMBER:	(02) 8-294-0015
MOBILE NUMBER:	(63) 917-714-3942 (63) 923-088-4864
BUSINESS HOURS:	Monday-Saturday 7:00AM - 4:00PM Sunday 7:00AM - 1:00PM
EMAIL ADDRESS:	hpaura@hi-precision.com.ph
CONTACT PERSON:	Mr. Dandy Nacario



| Health Services Office

BRANCH NAME:	3. HP PLUS AYALA BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc
ADDRESS:	Retail 03 Ground Floor, Ayala North Exchange BPO Tower, Ayala Avenue cor Salcedo and, Amorsolo Street, Legazpi Village, Makati, Metro Manila, Philippines
TEL NUMBER:	(02) 8741-7777
MOBILE NUMBER:	(63) 943-135-1850, (63) 917-634-8526, (63)917-134-7890, (63)917-134-8793 (63)917-637-4849 (Home Service)
BUSINESS HOURS:	Monday-Saturday 7:00AM - 4:00PM Sunday 7:00am-1:00pm
EMAIL ADDRESS:	hpmakati@hi-precision.com.ph pcr.ayala@hi-precision.com.ph
CONTACT PERSON:	Ms. Patricia Joy Caguioa

BRANCH NAME:	4. HPD BACoor BRANCH
CORPORATE NAME:	HPD CLINICAL LABORATORIES, INC.
ADDRESS:	EVY Commercial Bldg., Gen. Emilio Aguinaldo Highway, Brgy. Panapaan IV, Bacoor, Cavite
TEL NUMBER:	(046) 440- 0657
MOBILE NUMBER:	(63) 933-819-3884 (63) 917-713-8420 (63) 917-844-0437
BUSINESS HOURS:	6:00am - 4:00pm (Mon - Sat) 6:00am - 12:00nn (Sun)
EMAIL ADDRESS:	hpbacoor@hi-precision.com.ph pcr.bacoor@hi-precision.com.ph
CONTACT PERSON:	Shamea Kaye M. Hilario Lemy I. Montances



| Health Services Office

BRANCH NAME:	5. HPD EAST AVENUE BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	18 East Avenue, Cor V. Luna Ave, Brgy Pinyahan, Diliman, Quezon City, Metro Manila, Philippines 1100
TEL NUMBER:	8741-7777
MOBILE NUMBER:	(63) 933-819-3853 (63) 917-578-2198
BUSINESS HOURS:	6:00am - 4:00pm (Mon - Sat)
EMAIL ADDRESS:	eastave@hi-precision.com.ph
CONTACT PERSON:	Ms. Ariane Mercado / Peachy B. Pedrajita

BRANCH NAME:	6. HP DIAGNOSTIC PLUS (FORT BONIFACIO)
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	3F Commercecenter Bldg. 31st St. and 4th Avenue, Fort Bonifacio Global City Taguig
TEL NUMBER:	8550-1735
MOBILE NUMBER:	0933-8259505(S) 0933-8259504(S) 0917-6336071(G)
BUSINESS HOURS:	7:00am - 4:00pm (Mon. - Sat.)
EMAIL ADDRESS:	hpfort@hi-precision.com.ph
CONTACT PERSON:	Rochelle Barreza



Health Services Office

BRANCH NAME:	7. HPD T.M. KALAW BRANCH
CORPORATE NAME:	Lab 1 Diagnostics, Inc.
ADDRESS:	G/F Rm. 102 San Luis Terraces, 638 T.M. Kalaw St. Ermita, Manila
TEL NUMBER:	(02) 8-404-1441 (02) 8526-2329 (02) 8405-0151
MOBILE NUMBER:	(63) 933-819-3852 (63) 917-578-2256
BUSINESS HOURS:	6:00am - 4:00pm (Mon - Sat)
EMAIL ADDRESS:	hpkalaw@hi-precision.com.ph pcr.kalaw@hi-precision.com.ph
CONTACT PERSON:	MS. Rosario Taotao Charito C. Bermudo

BRANCH NAME:	8. HPD LACSON BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	Mezzanine & 2nd floor, Pacific Skyloft Bldg. 1160 Governor Forbes, Lacson Ave., Sampaloc Manila, 1008 Metro Manila, Philippines
TEL NUMBER:	8741-7777
MOBILE NUMBER:	(63) 917-628-9073 (63) 933-869-0035
BUSINESS HOURS:	6:00am - 4:00pm (Mon - Sat) 6:00am - 12:00nn (Sun)
EMAIL ADDRESS:	hplacson@hi-precision.com.ph
CONTACT PERSON:	Rizza Marie B. Loto Charito C. Bermudo



Health Services Office

BRANCH NAME:	9. MOA BRANCH
CORPORATE NAME:	Hi- Precision Diagnostic Center Inc
ADDRESS:	Ground Floor Unit 114, Mall of Asia Arena Annex Bldg. Coral Way corner J.W. Diokno Boulevard, Mall of Asia Complex Brgy. 76, Zone 10, CBP-1A, 1300 Pasay City
TEL NUMBER:	8741-2009
MOBILE NUMBER:	0968-860-2625 0917-708-1412
BUSINESS HOURS:	7:00AM – 4:00PM (Mon – Sat)
EMAIL ADDRESS:	hpmoa@hi-precision.com.ph
CONTACT PERSON:	John Rey M. Barrozo Charito C. Bermudo

BRANCH NAME:	10. HPD PASIG BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	Unit 102-202 Armal Bldg. Compound F. Legaspi St., Cor. C. Raymundo Ave., Maybunga, Pasig City
TEL NUMBER:	(02) 8628-3277
MOBILE NUMBER:	(63) 917-848-1407
BUSINESS HOURS:	Monday-Saturday 6:00AM - 4:00PM Sunday 6:00AM - 12:00NN
EMAIL ADDRESS:	hppasig@hi-precision.com.ph
CONTACT PERSON:	Lailanie O. Taguinod Maria JC H. Guevara



Health Services Office

BRANCH NAME:	11. HPD PIONEER BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	8006 Pioneer Centre Cor. United and Brixton Street, Brgy. Kapitolyo, Pasig City
TEL NUMBER:	N/A
MOBILE NUMBER:	(63) 933-819-3859 (63) 917-659-4671
BUSINESS HOURS:	6:00am - 4:00pm (Mon - Sat)
EMAIL ADDRESS:	hppioneer@hi-precision.com.ph
CONTACT PERSON:	Ms. Camille Landa

BRANCH NAME:	12. N.S.AMORANTO BRANCH (RETIRO-ANNEX)
CORPORATE NAME:	Hi – Precision Diagnostic Center, Inc.
ADDRESS:	722 N.S. Amoranto Sr. Avenue, Quezon City
TEL NUMBER:	8743-1730
MOBILE NUMBER:	0933-810-7323 (S) 0917-708-9051 (G)
BUSINESS HOURS:	6:00am - 3:00pm (Mon - Sat)
EMAIL ADDRESS:	Hpamoranto@hi-precision.com.ph pcr.retiro@hi-precision.com.ph
CONTACT PERSON:	Ma. Christelle Ann M. Banaag Audrey C. Pamintuan



Health Services Office

BRANCH NAME:	13. HPD TAFT AVENUE BRANCH
CORPORATE NAME:	Sunrise Medical Lab, Inc.
ADDRESS:	1852 Taft Ave, Malate, Manila, 1004 Metro Manila, Philippines
TEL NUMBER:	(02) 8405-0039 (02) 5405-0135
MOBILE NUMBER:	(63) 917-847-1513 (Releasing)
EMAIL ADDRESS:	hptaft@hi-precision.com.ph
BUSINESS HOURS:	6:00am - 4:00pm (Mon - Sat)
EMAIL ADDRESS:	hptaft@hi-precision.com.ph
CONTACT PERSON:	Ms. Charito Bermudo

BRANCH NAME:	14. HP PLUS VERTIS NORTH
CORPORATE NAME:	Sunrise Medical Lab, Inc
ADDRESS:	Level 3, R3-L3-034, Ayala Malls Vertis North Phase 1&2, North Avenue, Brgy. Bagong Pag-asa, Quezon City
TEL NUMBER:	(02) 8741-7777
MOBILE NUMBER:	(63) 943-135-1850 (63) 917-634-8526 (63) 917-134-7890 (63) 917-134-8793
BUSINESS HOURS:	7:00AM - 4:00PM (Mon-Sat) 7:00AM - 1:00PM Sun
EMAIL ADDRESS:	hpvertis@hi-precision.com.ph
CONTACT PERSON:	Rhea Cindy R. Cernechez Peachy B. Pedrajita