



Office of Admissions  
and Scholarships

**FRESHMAN ENROLLMENT CONFIRMATION (AY 2019-2020)**  
**Schedules and Procedures**

**Multi-Purpose Room, 5th 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 below.**
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.

**Schedules**

Applicant/College	Date	Time			
		08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
		NOTE: Students who will confirm outside their College Schedule may be accommodated any day but only on the hours of 4:00pm – 5:00pm.			
College of Science	22 May 2019 (Wednesday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
Ramon V. del Rosario College of Business	23 May 2019 (Thursday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
	24 May 2019 (Friday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z
Gokongwei College of Engineering	25 May 2019 (Saturday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
	27 May 2019 (Monday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z
College of Liberal Arts	28 May 2019 (Tuesday)	Last Name A to C	Last Name D to F	Last Name G to I	Last Name J to M
	29 May 2019 (Wednesday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z
College of Computer Studies	30 May 2019 (Thursday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
Br. Andrew Gonzalez College of Education	31 May 2019 (Friday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z
School of Economics	01 June 2019 (Saturday)	Last Name A to C	Last Name D to K	Last Name L to P	Last Name Q to Z



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Applicant/College	Date	Time			
		08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
<b>ALL Students</b> (with DLSU Laguna as chosen campus)	05 June 2019 (Wednesday)	Freshman Enrollment Confirmation shall be held at the DLSU STC Campus at the Multi-Purpose Hall, 2 <sup>nd</sup> Floor, Milagros Del Rosario Building from 8:00am – 4:00pm <b>Note:</b> Students with DLSU Laguna as chosen campus may also confirm at DLSU-Manila but only on the hours of 4:00 – 5:00pm			



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

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

**Reminders**

1. Applicants who have paid online will skip Steps 1 and 2 and proceed to Steps 3 and 4 only.
2. Applicants who have not paid online will go through the whole process.

**General Procedures**

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
1	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 2019-2020. Otherwise, it is <b>non-refundable</b> and will cover administrative costs.</li> </ul>
2	Claiming of Enrollment Confirmation Slip	DLSU Official Receipt (for confirmation)	<ol style="list-style-type: none"> <li>1. Enrollment Confirmation Slip</li> <li>2. Enrollment Schedule and Procedures</li> </ol>	
3	Submission of required documents and Claiming of Enrollment Schedule and Procedures	<ol style="list-style-type: none"> <li>1. Two (2) Enrollment Confirmation Slip (System Generated)</li> <li>2. Letter of Acceptance from DLSU</li> <li>3. Original and One (1) Photocopy of the Report Card</li> <li>4. Photocopy of Diploma (only for foreign students)</li> <li>5. Two (2) Recommendation Letters (DLSU form)</li> <li>6. Original copies of the following:               <ol style="list-style-type: none"> <li>6.1 NSO/PSA Birth Certificate (for Filipino Citizens)</li> <li>6.2 Original and One (1) Photocopy of the valid / unexpired Passport (for foreign citizen)</li> <li>6.3 Photocopy of the Foreign and Philippine passports (for</li> </ol> </li> </ol>	Stamped Letter of Acceptance from DLSU or Enrollment Confirmation Slip (for applicants who paid online)	<ul style="list-style-type: none"> <li>• High School Graduates with 1<sup>st</sup> and 2<sup>nd</sup> Semester Report Cards must ensure that <b>both Report Cards are signed by the designated Signatories</b> (either Principal or HS Registrar)</li> <li>• High School Graduates with 1<sup>st</sup> and 2<sup>nd</sup> Semester Report Cards <b>must provide photocopies for both Report Cards</b></li> <li>• High School graduates before AY 2018-19 must submit a <b>Declaration as a New Student form</b></li> <li>• All graduates from International Schools abroad <b>must submit an authenticated Completed Transcript of Records</b></li> <li>• Admission status of high school graduates of schools not included in DepEd Order No. 42, s. September 8, 2015 Version 2 is <b>conditional</b> and subject to the school's submission of necessary certificate</li> </ul>



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		<p>dual citizens)</p> <p>7. Clearance form from International Center</p> <p>8. Original and completely filled-out Consent form</p> <p>9. Statement of Undertaking (only for Reconsidered Applicants)</p>		
4	ID Picture Taking	Enrollment Confirmation Slip		<ul style="list-style-type: none"> <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> <li>• The IDs will be distributed on enrollment day</li> </ul>

**Important Reminders**

1. Test Results are valid for one (1) Academic Year.
2. Applicants with Incomplete Confirmation Requirements will not be allowed to proceed with Enrollment.
3. Report Cards with erasures and alterations must be accompanied by a **Certification of Authenticity** from the High School Registrar.
4. The Recommendation Letter must be issued by the Principal, Guidance Counselor, Class Adviser or Subject teachers.
5. The **Original and Complete Transcript of Records** must be authenticated by the Philippine Embassy 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. International students, students with Dual Citizenship, and Filipinos born abroad must have secured their **Clearance form** from the International Center prior to Confirmation.

**Electronic Forms and Resources**

**Recommendation Letter form**

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-recommendation-2016-2017.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-recommendation-2016-2017.pdf)

**Declaration as a New Student form**

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-declaration-as-new-student.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf)

**Statement of Undertaking**

[http://www.dlsu.edu.ph/admissions/undergraduate/\\_pdf/admission-statement-of-undertaking.pdf](http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-statement-of-undertaking.pdf)



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

<b>Document(s) To Be Submitted</b>	
<b>International Students</b>	<b>Students with Dual Citizenship and Filipinos Born Abroad</b>
<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>



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<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>	<p><b>Original copy</b></p> <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>
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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:

Document(s) To Be Submitted	
International Students Who Will Apply for Student Visa	International Students Who Will Apply for Special Study Permit (Students 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</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>



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Application Form	8. Notarized Statement of Visa Compliance (available at the International Center)
9. 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 07 January 2019*