



Office of Admissions
and Scholarships

Detailed Procedure for Paying for the Application Fee via Dragonpay for Incoming Freshman for AY 2022-2023
(via the Online Application Facility)

1. **Access** your Online Application via
https://admissions.dlsu.edu.ph/application/ug/applicationform/adm_login.aspx

A screenshot of the De La Salle University Freshman Undergraduate Application User Login page. The page has a green header with the De La Salle University logo and the text "De La Salle University" on the left, and "Freshman Undergraduate Application" on the right. The main content area is white and contains a green box with the text "USER LOGIN". Below this, there are two input fields: "User Name (Email Address)" and "Password". The "User Name" field is filled with a redacted email address. Below the "Password" field is a "Sign In" button. To the right of the "Sign In" button is a link that says "Forgot Your Password?". Below the "Sign In" button is a section with the text "DO NOT HAVE AN ACCOUNT?" and a "Create Account" button. Below this section is a note that says "To apply at DLSU, you must first create an account. Please provide a valid e-mail address." At the bottom of the page, there is a small copyright notice: "Copyright © 2014. All Rights Reserved. De La Salle University".

2. Access the Application Fee tab

Guidelines for Online Admission Facility (OAF)

Please read the following guidelines carefully before using the Online Admission Facility (OAF).

1. We will be collecting and storing personal information that are necessary as part of the application process. The privacy of your personal information is important to us, please click [here](#) to view our data privacy policy.
2. Allot approximately 30-45 minutes to complete the process using this OAF.
3. Please supply all the information required. They are necessary before you can proceed to the next page.
4. When accessing the Online Admission Facility, it is advised to use a laptop or desktop computer with Google Chrome as your internet browser.
5. You will be required to submit scanned copies of documents as part of your application. Each scanned document should be in JPEG/PDF format and should **NOT EXCEED 4MB in size**.
6. Before clicking the **Submit** button, review carefully the information you supplied in all the fields. You will not be allowed to make changes once the form has been submitted.
7. Should you have further inquiries, please fill up the form **Application Concerns** or call the Office of Admissions and Scholarships (OAS) at
GLOBE: (0927)760-6560 - 08:30am to 12:00pm Monday to Friday, Saturdays 8:30am to 12:00pm
SMART: (0999)363-6546 - 01:30am to 05:00pm Monday to Friday, Saturdays 8:30am to 12:00pm.
Note:
No text messages will be entertained. Phone calls will be entertained during the above schedule only.
8. Incomplete application forms will not be processed.

CONSENT

birth, country of birth, country of citizenship, gender, contact information (e.g. telephone number, mobile number and email address), last high school attended, senior high school track, application fee information, proof of citizenship, religious philosophical political affiliations, previous academic standing (Form 137), personal declaration/s pertaining to physical/behavioral/disciplinary conditions and degree program/s applying for. Upon successful admission and enrollment, the university collects personal data with regards to academic performance and activities.

Legal Guardian - Personal Data which includes name, address, contact information (e.g. telephone number, mobile number and email address). Government Issued IDs that are classified as sensitive personal information. Scholar Applicant/Student - Personal Data same as that of an Applicant/Student.

Legal Guardian of Scholar Applicant/Student - Personal Data same as that of the Legal Guardian, proof of financial standing that includes utilities billing statements, bank or credit card statements, and similar proofs of financial standing. Although financial data is considered confidential and not under the data privacy act, such documents often contain personal data in the form of personal information that can be used to identify or cause harm to the data subject.

Processing or Use:

3. Click on the Pay Application Fee Tab

your credit/account details.

- Dragonpay - You have a variety of options through Dragonpay. You may pay via online banking or over-the-counter with their partner banks. You may also pay through Bayad Center, SM Department Store/Supermarket bills payment, and many more collection agencies. Dragonpay charges a minimal fee of 20.00 for this convenience.

2. The application fee is **NON-REFUNDABLE** and **NON-TRANSFERABLE**

- Filipino Citizens including those with dual citizenship - Php600.00
- Non-Filipino Citizens - Php 2,500.00
- Graduates of Department of Education (DepEd) recognized Philippine public/science high schools - Free
- Applicants from DLSU Manila Senior High School, DLSU Laguna Integrated School, LSGH Night School, and BRAFENS - Free

3. For questions regarding your application fee payment, please fill out the form **Application Concerns**. You may also call the Office of Admissions and Scholarships (OAS) at SMART: 0999-3636546/ GLOBE 0927-760-6560. Phone calls will only be entertained Monday to Friday (8:30am - 12:00nn & 1:30pm - 5:00pm) and Saturday (8:30am - 12:00nn).

Application Fee Payment Details

Applicant Type	Non-Filipino Citizen
Application Fee Amount (Php)	2,500.00
Payment Method	N/A
Payment Date	N/A
Payment Ref No.	N/A
Total Amount Paid	0.00
Payment Status	No Payment Received

Pay Application Fee

Back **Next**

4. **Choose** Dragon Pay as the Payment Method, **Type** the Code from the image generated and **Click** on the Proceed button

Review Payment Transaction

Instructions

- Please review the transaction reference number and amount shown below.
- Select the payment channel/method to use.
- Please note that **Dragon Pay** payment method imposes a **Php 20.00 convenience fee**. In addition, some banks might impose additional fees for certain payment options.
- Enter your email address (where instructions and/or payment confirmations will be sent).
- Confirm that everything is correct by clicking the [Proceed] button.
- Upon clicking the [Proceed] button, you will be redirected to an external site based on the payment method/channel you have chosen (as prescribed by our online payment service provider(s)) to process your payment.
- On the external site, please enter the **ACCOUNT/CARD HOLDER** name and billing address when requested.
- De La Salle University DOES NOT collect nor store your account/credit card information.
- **DO NOT click [Back] or [Refresh]** on your browser while your payment is being processed as this might cause another payment request and result in **DOUBLE PAYMENT**.
- **If your payment transaction was DECLINED, please DO NOT RETRY the payment.** Check with your credit/debit card issuer first to make sure that your account was not charged. There is a possibility that your account was charged but your payment was DECLINED by our payment processor due to FRAUD RISK (as deemed by our payment processor). Please email online_payment@dlsu.edu.ph if your payment transaction was declined but your account had been charged.
- Please DO NOT close your browser until you are redirected back to the DLSU site (even if your payment is declined) so that your payment transaction can be updated. Failure to do so will result in a "Pending Transaction".
- If paying through DragonPay, please follow the detailed instructions sent by DragonPay. Failure to do so will delay the confirmation of your payment. Any payments made will only be considered after it has been confirmed by DragonPay.

Payment Transaction Details

Source: [OAF_UG] Online Application Fee - Undergraduate

Reference No.: OAF_UG-1000268749

Description: CRUZ, GLADYS PAZ TALADUA

Amount: 2,500.00

Payment Method* : ☐ Visa/MasterCard Credit/Debit Card - Cybersource
☒ **Dragon Pay**

Email Address* :

Privacy Notice

In order to facilitate payment online, the De La Salle University has partnered with online payment service providers. During this process, you will be redirected to the external site as prescribed by the bank to facilitate the online payment. Personal information will be collected in relation to your payment details as well as billing information. Payment details are collected by the payment service providers and not the University. After payment is confirmed, you will be redirected back to the site of the University for further processing.

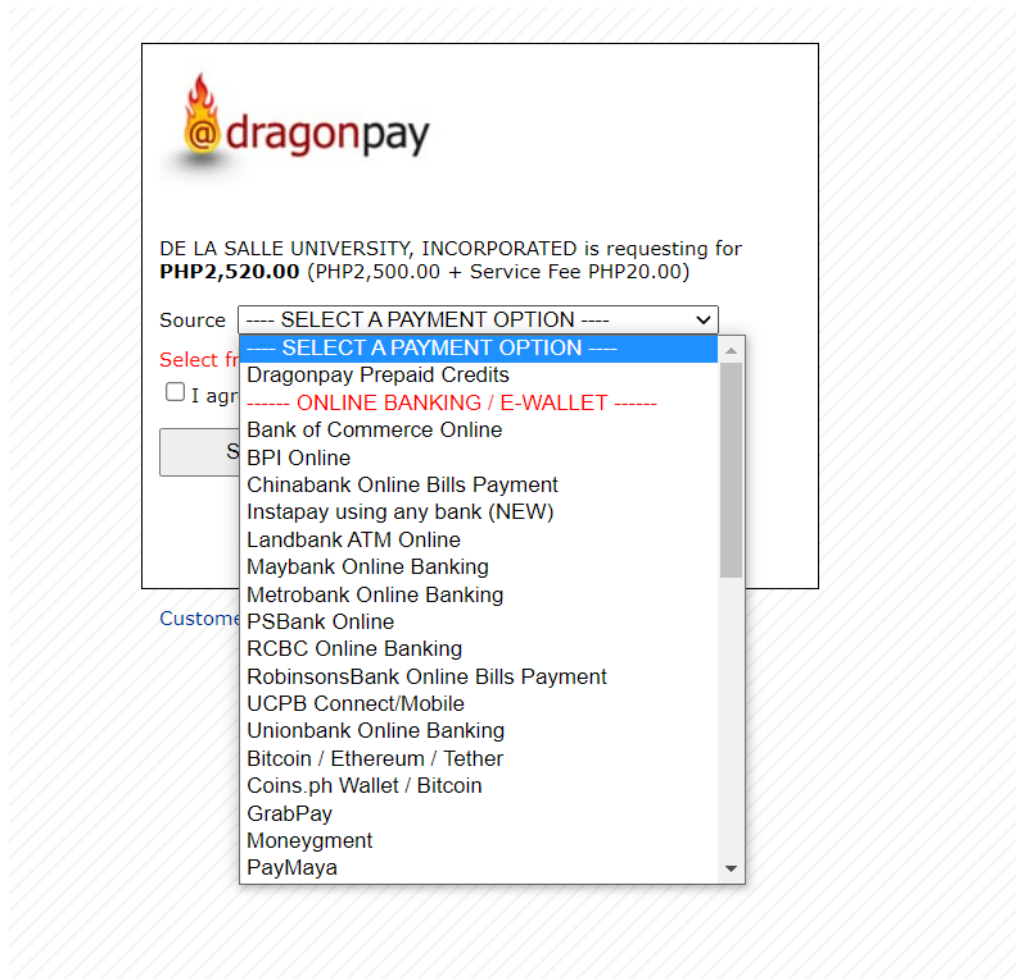
If you have questions and concerns regarding privacy, please contact privacy.officer@dlsu.edu.ph



[Generate New Image](#)

Type the code from the image

5. **Select a Payment Option** - Either Online Banking/E-Wallet , Over-the-Counter /ATM Banking or Over-the -Counter or Over-the-Counter Others



The screenshot displays the Dragonpay payment interface. At the top left is the Dragonpay logo, which consists of a yellow flame icon with an '@' symbol and the text 'dragonpay' in red and black. Below the logo, a message states: 'DE LA SALLE UNIVERSITY, INCORPORATED is requesting for **PHP2,520.00** (PHP2,500.00 + Service Fee PHP20.00)'. A 'Source' dropdown menu is open, showing a list of payment options. The dropdown menu has a blue header with the text '--- SELECT A PAYMENT OPTION ---'. The list of options includes: Dragonpay Prepaid Credits, Bank of Commerce Online, BPI Online, Chinabank Online Bills Payment, Instapay using any bank (NEW), Landbank ATM Online, Maybank Online Banking, Metrobank Online Banking, PSBank Online, RCBC Online Banking, RobinsonsBank Online Bills Payment, UCPB Connect/Mobile, Unionbank Online Banking, Bitcoin / Ethereum / Tether, Coins.ph Wallet / Bitcoin, GrabPay, Moneygment, and PayMaya. To the left of the dropdown menu, there is a checkbox labeled 'I agree' and a button labeled 'S'. Below the button, the word 'Customer' is partially visible.

Source: --- SELECT A PAYMENT OPTION ---

Select from: --- SELECT A PAYMENT OPTION ---

☐ I agree

S

Customer

- Dragonpay Prepaid Credits
- Bank of Commerce Online
- BPI Online
- Chinabank Online Bills Payment
- Instapay using any bank (NEW)
- Landbank ATM Online
- Maybank Online Banking
- Metrobank Online Banking
- PSBank Online
- RCBC Online Banking
- RobinsonsBank Online Bills Payment
- UCPB Connect/Mobile
- Unionbank Online Banking
- Bitcoin / Ethereum / Tether
- Coins.ph Wallet / Bitcoin
- GrabPay
- Moneygment
- PayMaya



DE LA SALLE UNIVERSITY, INCORPORATED is requesting for
PHP2,520.00 (PHP2,500.00 + Service Fee PHP20.00)

Source ---- SELECT A PAYMENT OPTION ----

Select fr

☐ I agr

☐ S

Custom

Moneygment

PayMaya

----- OVER-THE-COUNTER/ATM BANKING -----

AUB Online/Cash Payment

Banco de Oro ATM

BDO Network Bank (formerly ONB) Cash Dep

BPI Cash Payment

Chinabank Cash Payment (NEW)

EastWest Online/Cash Payment

i2i Rural Banks

Landbank Cash Payment

Metrobank Cash Payment

PNB Cash Payment

PNB Internet Banking Bills Payment

RCBC ATM/Cash Payment

RobinsonsBank Cash Payment

Security Bank Cash Payment

UCPB ATM/Cash Payment

Unionbank Cash Payment

----- OVER-THE-COUNTER OTHERS -----



DE LA SALLE UNIVERSITY, INCORPORATED is requesting for
PHP2,520.00 (PHP2,500.00 + Service Fee PHP20.00)

Source ---- SELECT A PAYMENT OPTION ----

Select from EastWest Online/Cash Payment

☐ I agree

Customer

i2i Rural Banks
Landbank Cash Payment
Metrobank Cash Payment
PNB Cash Payment
PNB Internet Banking Bills Payment
RCBC ATM/Cash Payment
RobinsonsBank Cash Payment
Security Bank Cash Payment
UCPB ATM/Cash Payment
Unionbank Cash Payment


----- OVER-THE-COUNTER OTHERS -----

Cebuana Lhuillier Bills Payment
ECPay (GCash/Payment Centers)
M. Lhuillier
Palawan Pawnshop
RD Pawnshop
Robinsons Dept Store
RuralNet Banks and Coops
SM Dept/Supermarket/Savemore Counter

Note that there is a standard PHP 20.00 service fee add-on by Dragon Pay (to be paid by our clients). In addition to this, some of the payment methods will charge an additional fee to our clients for using their facility. Please see summary below:

Payment Method	Additional Fee
DragonPay Prepaid Credits	
Online Banking	
BDO Retail Internet Banking (RIB)	
BPI Online	15.00
Chinabank Online	
Landbank ATM/Online	
Maybank Online Banking	
Metrobank Direct	
PS Bank Online Banking	
RCBC Online Banking	
Robinsons Bank Online Bills Payment	
UCPB Connect/Mobile Banking	
Union Bank Internet Banking	10.00
Bitcoins / Coins ph Wallet	
GrabPay	Round UP to nearest peso
Over the Counter Bank	
AUB Online/Cash Payment	
BDO Cash Deposit with Ref#	25.00
BDO Network Bank (ONB) Cash Dep	15.00
BPI Bills Payment	100.00
Chinabank ATM/Cash Payment	Provincial Branch might charge a handling fee.
EastWest Bank Online/Cash Payment	
i2i Rural Banks	
Landbank Cash Payment	50.00
Metrobank Cash Payment	50.00
PNB Cash Payment	50.00
PNB Internet Banking Bills Payment	
RCBC Cash Payment	25.00
Robinsons Bank Cash Payment	25.00
Security Bank Cash Payment	50.00
UCPB ATM/Cash Payment	
Union Bank Cash Payment	
Non-Bank Institutions	
Bayad Center	
Cebuana Lhuillier Bills Payment	
EcPay (Pawnshops, Payment Centers)	
LBC	
Palawan Pawnshop	
RD Pawnshop	
Robinsons Dept. Store	
Rural NET Banks & Coops	
SM Dept Store/Supermarket/Savemore	

6. After having chosen the desired Payment method - **Tick** the box (✓) and **Click** on the Select Button



DE LA SALLE UNIVERSITY, INCORPORATED is requesting for **PHP2,520.00** (PHP2,500.00 + Service Fee PHP20.00)

Source ✓


Pay at any Payment Counter of SM Dept Store, SM Supermarket, Savemore nationwide 7-days-a-week. Payments are processed end of day.

☒ I agree to the [Terms and Conditions](#) ✓


✓

[Customer Support](#)

7. **Click** on Send Instructions via Email/Mobile button and **Check your** Registered email address. **Note the Ref#**



DEPARTMENT STORE
SUPERMARKET
SAVE MORE



Ref# IUHXQLA0 : PHP2,520.00 for OAF_UG-1000268749

Click the button below to have the deposit instructions emailed to you. For over-the-counter payments, you will need the link contained in the instruction to validate your payment. You may also [view the instruction online](#) but save/print/bookmark it for future reference.

Email/Mobile No

[Customer Support](#)

8. Upon checking your Registered email address, you must **have received an email from Dragonpay** with the **Subject heading: Payment Instruction for Transaction Ref:**

Click on the link provided on the body of your email received

Payment Instruction for Transaction Ref: IUHXQLA0

Dragonpay <support@dragonpay.ph>
Reply-To: no-reply@dragonpay.ph
To: [REDACTED]

Fri, Oct 29, 2021 at 5:53 PM



Dear Customer,

Good day and thank you for choosing our service. Please click on the link below and carefully review your instruction online:

<https://gw.dragonpay.ph/Bank/GetEmailInstruction.aspx?refno=IUHXQLA0>

For payment-specific inquiries, you may call, email or chat with us. For product-specific inquiries or questions regarding the status of your order, please contact the merchant directly.

Sincerely,

Customer Service



Download the [Dragonpay Credits](#) mobile app to easily track your transactions, earn rewards, and enjoy super fast checkout payments at our merchants.

*** THIS IS A SYSTEM-GENERATED EMAIL. DO NOT REPLY. ***



DISCLAIMER: Dragonpay is an independent third party payment processor. Any terms, conditions or warranty for the product or service that you purchase using our payment facility is strictly between you and the merchant. Dragonpay shall not be held liable for failure of the merchant to deliver the said product or service as advertised. Furthermore, you hereby release and hold harmless Dragonpay from all liability arising from the payment you are about to make, as all liability shall reside with the merchant. By using Dragonpay, you agree to be unconditionally bound by its [Terms of Use](#). This email is only intended for instructional purposes. It is not a voucher, receipt, nor confirmation of a completed payment.

9. Print the Payment Instructions received and Pay for the Application Fee



PAYMENT INSTRUCTIONS

Please pay at any SM Payment Counter nationwide. Payment Counters may be found at all SM Department Stores, SM Supermarket/Supercenter, Savemore Market and other SM retail establishments. Provide the store cashier with the following details:

Billor Name: **DRAGONPAY WEB**
Ref/Acct No: **IUHXQLAO**
Amount: **PHP 2,520.00**
Description: **OAF_UG-1000268749**
Deadline: **Sunday, October 31, 2021**

Total Due
PHP 2,520.00
Status: PENDING



Step 1: Pay

1. Pay in **CASH** only. SM will not accept payments less than PHP50.
2. You may print or screen-capture this instruction and present to the cashier for faster assistance.

Step 2: Confirmation

1. Payments will reflect **end of day**. Payments are only accepted up to 8pm.
2. We will send a confirmation email to you once processed. If you do not receive one by noon time of the next day, you may [call](#), [email](#), [open a support ticket](#) or [chat with our Customer Support](#).

General Rules

- Pay the exact amount indicated above. Excess portion of your payment is forfeited. Payments less than the amount due will not be processed.
- If you are paying for multiple Dragonpay reference numbers, pay separately for each reference number. Do not lump them into a single transaction.
- Make sure to get a reference number first before paying. A Dragonpay reference number can only be used once.
- If you made a short payment by mistake, do not try to correct it by making another bills payment with the same reference no.
- Contact us immediately if you made a mistake in your payment.
- For product-specific inquiries or questions regarding the status of your order, please contact the merchant directly.



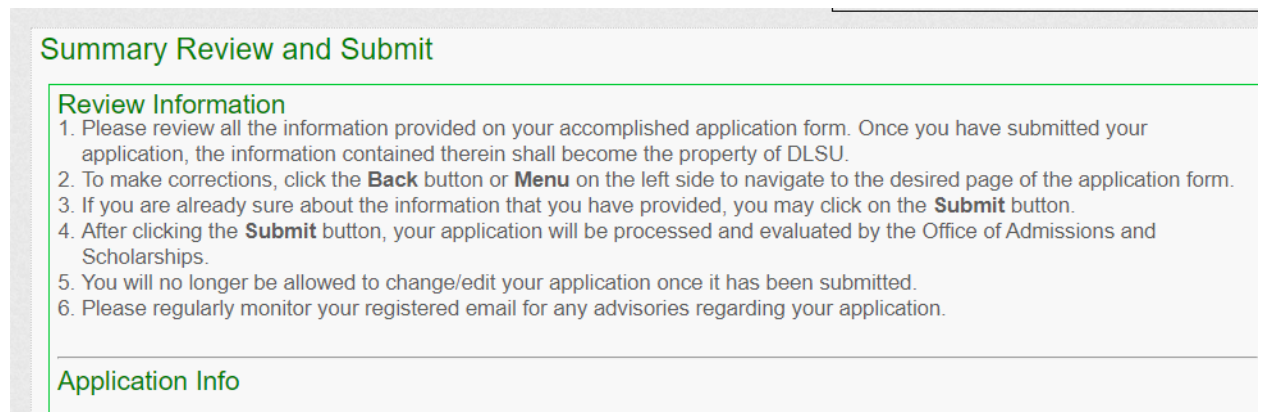
DISCLAIMER: This payment will be processed by Dragonpay, an independent third party payment processor. By using Dragonpay, you agree to its [Terms and Conditions](#). This payment page is intended for instructional purpose and should not be treated as a receipt of a completed payment.

10. **A payment confirmation email** will be sent to you within five (5) to seven (7) banking days after your payment from Dragonpay (admin@dragonpay.ph). Failure to receive an email from Dragonpay, you are kindly advised to immediately contact Dragonpay Hotline via <https://www.dragonpay.ph/contact-us>

11. **Access your ONLINE APPLICATION**

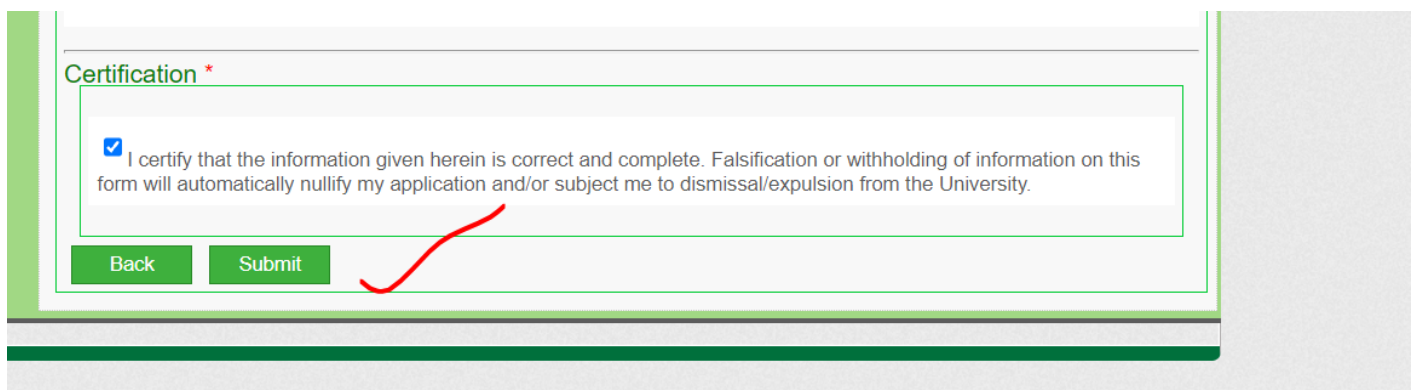
12. **Check on the uploaded** requirements

13. **Prior to SUBMITTING** your Application, **Review** the Application Summary



The screenshot shows a web interface titled "Summary Review and Submit" in green text. Below the title is a section labeled "Review Information" in green. It contains six numbered instructions: 1. Review all information and note that it becomes the property of DLSU upon submission. 2. Use "Back" or "Menu" buttons for corrections. 3. Click "Submit" if sure of the information. 4. After submission, the application is processed by the Office of Admissions and Scholarships. 5. No changes are allowed after submission. 6. Monitor email for advisories. Below this is a section labeled "Application Info" in green.

14. DO not forget to **Tick** the box (✓) on the Certification



The screenshot shows a web interface titled "Certification *" in green. It contains a checkbox with a blue checkmark and the text: "I certify that the information given herein is correct and complete. Falsification or withholding of information on this form will automatically nullify my application and/or subject me to dismissal/expulsion from the University." Below the text are two green buttons labeled "Back" and "Submit". A red checkmark is drawn over the "Submit" button.

15. Lastly, **Click** on the Submit Button

Also access:

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/dragonpay-payment-gateway-steps.pdf>



Secure and Convenient Online Payments

No Chargebacks. Low Fixed Fees.

Dragonpay provides innovative payment solutions to help merchants accept or disburse payments online. We focus on alternative payment channels such as banks, mobile payments, ATM's, and brick-and-mortar payment centers. By doing so, we provide our merchants convenience, better protection against fraud, and low transaction fees.

How to use Dragonpay?



User checks out via website or mobile app



Dragonpay Payment Gateway



User pays via online transfer or over-the-counter



Payment Gateway receives payment notification



Merchant receives payment status via HTTP Postback



Done

Accept payments from more than **55,000** payment channels!

