



| Office for Admissions and Scholarships

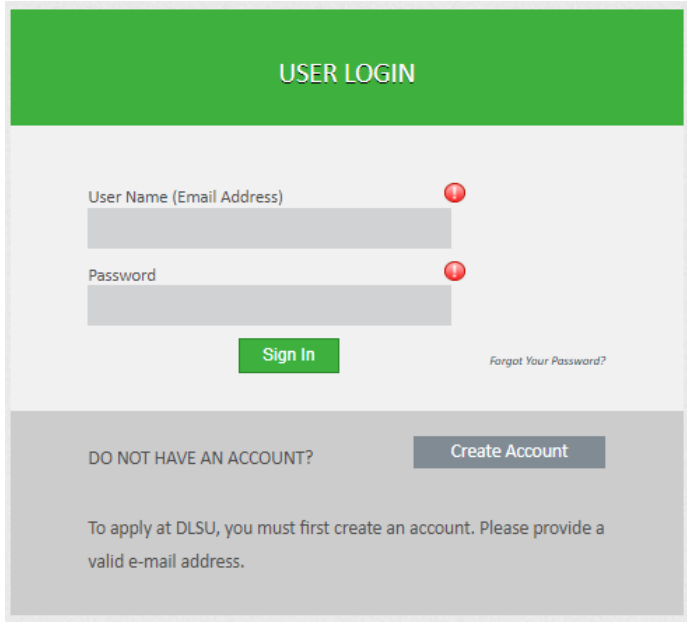
AY 2025-2026 First-Year College Admission

# Detailed Procedure for Paying for the Application Fee via Dragonpay for Incoming First-Year College Students

via the Online Application Facility

STEP ONE:

# Access your online application via the Online Admissions Facility (OAF)



The screenshot shows a web interface for user login. At the top is a green header with the text "USER LOGIN". Below this is a light gray form area. It contains two input fields: "User Name (Email Address)" and "Password". Each field has a red circular icon with a white exclamation mark to its right, indicating a required field. Below the "Password" field is a green "Sign In" button. To the right of the "Sign In" button is a link that says "Forgot Your Password?". At the bottom of the form area is a gray bar containing the text "DO NOT HAVE AN ACCOUNT?" on the left and a gray "Create Account" button on the right. Below this bar is a gray footer area with the text: "To apply at DLSU, you must first create an account. Please provide a valid e-mail address."

Input your registered email address as the username and your password.

STEP TWO:

# Access the “Application Fee” tab

Guidelines

Application Details

Personal Info

Contact Details

Parent/Guardian

School Info

Consent Form

Photograph

Proof of Citizenship

Academic Record

Declarations

**Application Fee**

Submit

Application Status

Log Out

FAQ

Application Fee

APPLICATION FEE PAYMENT POLICY AND PROCEDURE

Please read the policies and procedures carefully before proceeding with the payment of the application fee.

- There are two options in paying the application fee.
  - Online Payment via Visa or MasterCard credit/debit card
  - Dragonpay - You have a variety of options through Dragonpay.
    - Via online banking
    - Over-the-counter payment with their partner banks
    - Through collection agencies such as Bayad Center or SM Department Store/Supermarket bills paymentDragonpay charges a minimal fee of 20.00. for this convenience.
  - You may access the guide for Dragonpay Payment via the OAF [here](#).
- The application fee for DCAT is **NON-REFUNDABLE** and **NON-TRANSFERABLE**.
  - Filipino Citizens including those with dual citizenship and Non-Filipino citizens Php800.00
  - Graduates of Department of Education (DepEd) recognized Philippine public/science high schools - Waived
  - Applicants from DLSU Manila Senior High School, DLSU Laguna Integrated School, LSGH Night School, and BRAFENS - Waived
- For questions or concerns, please email [admission.requirements@dlsu.edu.ph](mailto:admission.requirements@dlsu.edu.ph) with subject heading **Frosh Application AY 2024-2025**.

Application Fee Payment Details

Applicant Type	Filipino Citizen including those who are Dual Citizens
Application Fee Amount (Php)	800.00
Payment Method	
Payment Date	N/A
Payment Ref No.	N/A
Total Amount Paid	0.00
Payment Status	No Payment Received

Pay Application Fee

Back

Next

## STEP THREE:

# Click on the “Pay Application Fee” tab

Guidelines

Application Details

Personal Info

Contact Details

Parent/Guardian

School Info

Consent Form

Photograph

Proof of Citizenship

Academic Record

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Application Fee

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Application Status

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Application Fee

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Application Fee Payment Details

Applicant Type	Filipino Citizen including those who are Dual Citizens
Application Fee Amount (Php)	800.00
Payment Method	
Payment Date	N/A
Payment Ref No.	N/A
Total Amount Paid	0.00
Payment Status	No Payment Received

Pay Application Fee

Back

Next

## STEP FOUR:

**Payment Transaction Details**

Source: [OAF\_UG] Online Application Fee - Undergraduate

Reference No.: OAF\_UG- [REDACTED]

Description: CALORACAN [REDACTED]

Amount: 800.00

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

Email Address\* [REDACTED]

**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](mailto:privacy.officer@dlsu.edu.ph)



[Generate New Image](#)

Type the code from the image

[Proceed](#) [Cancel](#)

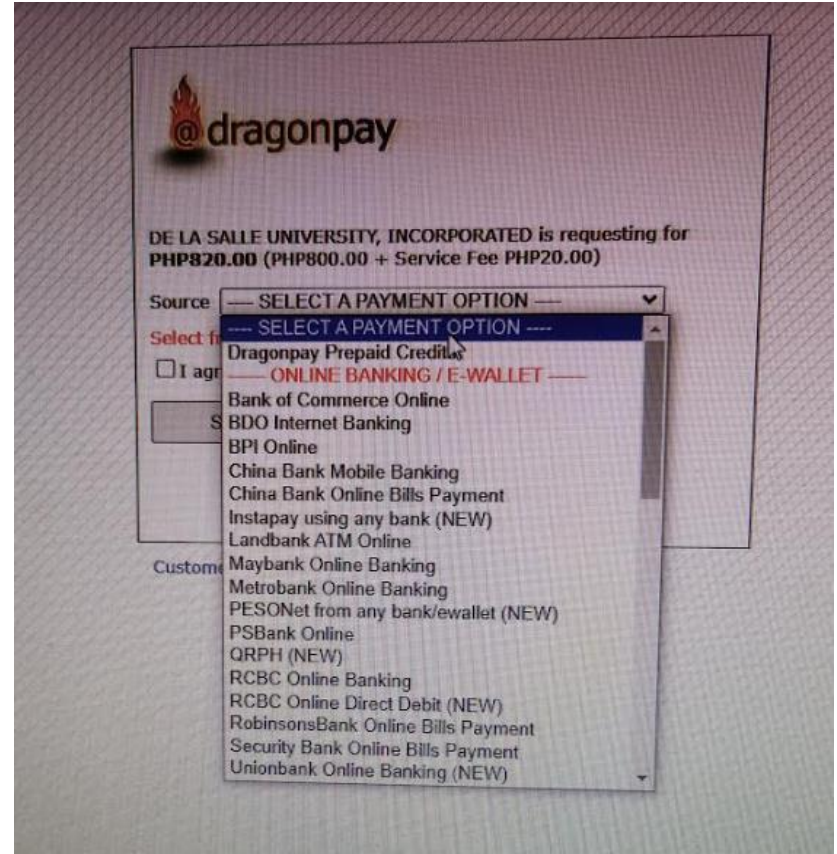
**Choose**  
Dragonpay as the  
payment method

**Type** the code from the image  
generated  
**Click** on the “Proceed” button

STEP FIVE:

## Select a payment option

- Online Banking/E-Wallet
- Over-the-Counter/ATM
- Banking or Over-the-Counter
- Over-the-Counter - Others



The screenshot displays the Dragonpay payment interface. At the top, the Dragonpay logo is visible. Below it, a message states: "DE LA SALLE UNIVERSITY, INCORPORATED is requesting for PHP820.00 (PHP800.00 + Service Fee PHP20.00)". A dropdown menu titled "Source" is open, showing a list of payment options. The options include "Dragonpay Prepaid Credit", "ONLINE BANKING / E-WALLET", "Bank of Commerce Online", "BDO Internet Banking", "BPI Online", "China Bank Mobile Banking", "China Bank Online Bills Payment", "Instapay using any bank (NEW)", "Landbank ATM Online", "Maybank Online Banking", "Metrobank Online Banking", "PESONet from any bank/ewallet (NEW)", "PSBank Online", "QRPH (NEW)", "RCBC Online Banking", "RCBC Online Direct Debit (NEW)", "RobinsonsBank Online Bills Payment", "Security Bank Online Bills Payment", and "Unionbank Online Banking (NEW)". The "ONLINE BANKING / E-WALLET" option is highlighted in red.

Source: **SELECT A PAYMENT OPTION**

Select from: **SELECT A PAYMENT OPTION**

☐ I agree

**ONLINE BANKING / E-WALLET**

Bank of Commerce Online

BDO Internet Banking

BPI Online

China Bank Mobile Banking

China Bank Online Bills Payment

Instapay using any bank (NEW)

Landbank ATM Online

Maybank Online Banking

Metrobank Online Banking

PESONet from any bank/ewallet (NEW)

PSBank Online

QRPH (NEW)

RCBC Online Banking

RCBC Online Direct Debit (NEW)

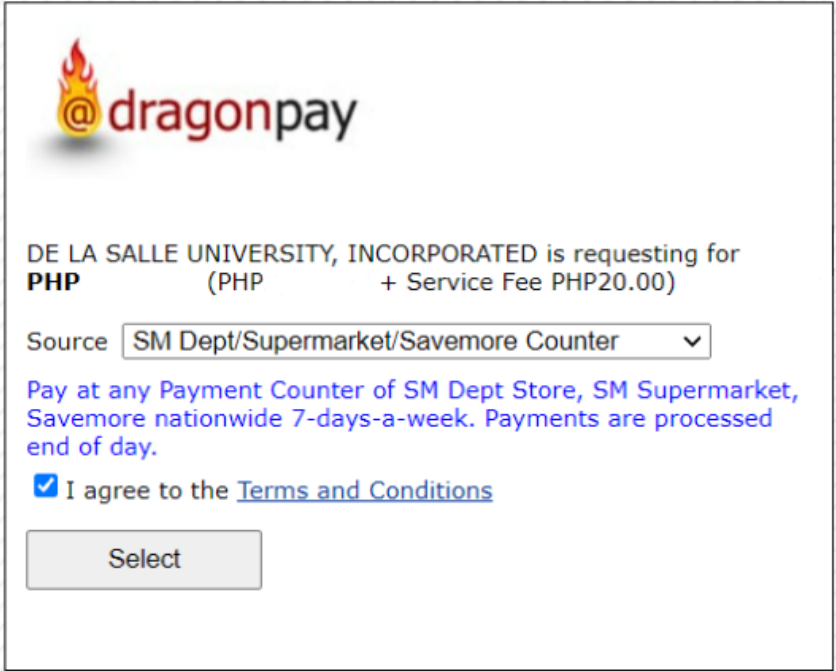
RobinsonsBank Online Bills Payment

Security Bank Online Bills Payment


Unionbank Online Banking (NEW)

STEP SIX:

After having chosen the desired payment method, tick the box (✓) for the Terms and Conditions agreement and click on the “Select” button



The screenshot shows the Dragonpay payment interface. At the top is the Dragonpay logo, which consists of a yellow flame icon with an '@' symbol inside, followed by the text 'dragonpay' in red and black. Below the logo, the text reads: 'DE LA SALLE UNIVERSITY, INCORPORATED is requesting for PHP (PHP + Service Fee PHP20.00)'. Underneath this is a 'Source' dropdown menu with the selected option 'SM Dept/Supermarket/Savemore Counter'. Below the dropdown, there is a blue text instruction: 'Pay at any Payment Counter of SM Dept Store, SM Supermarket, Savemore nationwide 7-days-a-week. Payments are processed end of day.' This is followed by a checked checkbox and the text 'I agree to the Terms and Conditions'. At the bottom of the form is a grey 'Select' button. Below the form, there is a link for 'Customer Support'.



DE LA SALLE UNIVERSITY, INCORPORATED is requesting for  
**PHP** (PHP + 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](#)

Select

[Customer Support](#)

## STEP SEVEN:

Follow the payment instructions of your chosen payment method via email or the portal.

**REMINDER: 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.



### 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:

Biller Name: **DRAGONPAY WEB**  
Ref/Acct No: **4VUUA4NTN5**  
Amount: **PHP 820.00**  
Description: **OAF\_UG-1000362098**  
Deadline: **Saturday, September 23, 2023**

Total Due  
**PHP 820.00**  
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.



Scan to get this instruction



STEP EIGHT:

A payment confirmation email will be sent to you within five (5) to seven (7) banking days after your payment from Dragonpay.

If you did not receive an email from Dragonpay, you are advised to coordinate with Dragonpay directly via their [hotline](#).

STEP NINE:

Go back to the OAF after receiving the payment confirmation and submit your application.

Certification \*

☒ 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.

Back

Submit

STEP TEN:

Go back to the OAF after receiving the payment confirmation and submit your application.

**REMINDER:** Make sure that you reviewed your application summary before submitting.

Certification \*

☒ 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.

Back

Submit