

**LIST OF ADMISSION CREDENTIALS  
REQUIRED FOR TRANSFER/SECOND UNDERGRADUATE DEGREE ENROLLMENT  
(ID 120)**

1. Original copy of current/updated **Transcript of Records (TOR)**
2. **Transfer Credential** with NSTP Serial Number indicated
3. **NSTP Serial Number Certificate** (for student who has completed NSTP)
4. **Proof of Identity and Citizenship**

Citizenship	Required Documents
Filipino	1. NSO / PSA Birth Certificate
Filipino with Dual Citizenship <ul style="list-style-type: none"> <li>● Born in the Philippines <u>OR</u></li> <li>● Born Abroad</li> </ul>	1. NSO / PSA Birth Certificate 2. Photocopy of Recognition or Re-acquisition as Filipino Citizenship <u>OR</u> Photocopy of Valid and Unexpired Philippine Passport
Non-Filipino <ul style="list-style-type: none"> <li>● Born in the Philippines <u>OR</u></li> <li>● Born Abroad</li> </ul>	1. Photocopy of Valid and Unexpired Passport

5. Two (2) **Recommendation Forms**

Recommendation form in DLSU format accessible via:

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-recommendation-2021.pdf>

Recommendation forms are to be submitted at <https://forms.gle/Mfvau2AJtyKqaDw8>

**Note:** Please inform your recommender about your ID Number, as your recommender will be entering this data when submitting the Recommendation Form.

6. Duly accomplished and signed **Statement of Responsibilities** accessible via:

<http://www.dlsu.edu.ph/admissions/undergraduate/pdf/admission-statement-of-responsibilities.pdf>

7. **Undergraduate Non-Fraternity Contract Form** accessible via:

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/osa/sdfo/non-fraternity-form.pdf>

**Note:** Please see instructions at <https://www.dlsu.edu.ph/offices/osa-reference/sdfo/downloads/ug-non-fraternity/>. For instruction no. 8, please do not mind the short brown envelope. Just submit this with all other admission credentials.

8. **Drug Testing Waiver Form** accessible via:  
<http://www.dlsu.edu.ph/wp-content/uploads/2018/06/drug-test-waiver-form.pdf>

### Additional Requirements for Specific Groups

1. For reconsidered applicants:
  - **Statement of Undertaking** accessible via:  
<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/statement-of-undertaking-for-reconsidered-id-120.pdf>
  - **Waiver of No Credits on Units Earned**
2. For applicants who studied in schools outside the Philippines:
  - **Authenticated/Apostille of Original Official Transcript of Records**
3. For applicants with dual citizenship:
  - Photocopy of **Recognition or Reacquisition Letter as Filipino Citizen**, if Filipino citizenship is to be carried
4. For non-Filipino applicants:
  - **Clearance from International Center** (for international students and Filipino dual citizens without substantial proof of Filipino citizenship)

Note: Non-Filipino applicants may contact [christy.santiago@dlsu.edu.ph](mailto:christy.santiago@dlsu.edu.ph) or [erio@dlsu.edu.ph](mailto:erio@dlsu.edu.ph) regarding concerns with the International Center.

### Important Reminders

1. Transfer Credential with NSTP Serial Number - Prior to admission of student transferee, NSTP serial number should be indicated onto the Transfer Credentials. If none, or if and when the student transferee came from TESDA School, it is the obligation of the former school to apply for NSTP SERIAL Number. All applicants must have applied for NSTP SERIAL NUMBER upon completion of NSTP.
2. The **Original and Complete Transcript of Records** must be **authenticated / apostilled** 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 of original Transcript of Records.