

First-year College Confirmation Guide



Schedule and Procedures for Term 1, AY 2024-2025 Confirmation

Important reminders

1. You are required to follow your college schedule and time slot strictly. Please refer to [Table 1.](#) on page 3 for guidance. Applicants who will confirm outside their designated schedule will NOT be allowed entry to the campus.
2. Applicants or their representatives will be required to ENTER Gate 2 (Henry Sy Gate).
3. Children under 7 years old are not permitted to enter the campus premises..
4. The BAN ON SINGLE-USE PLASTIC policy is strictly observed inside the university. In support of this campaign, you are highly encouraged to use eco bags, biodegradable food containers and reusable tumblers. Security Personnel are tasked to vigilantly monitor the implementation of this campaign.
5. The confirmation is intended to be done only by the applicant or his/her representative. Representatives must bring with them an authorization letter signed by the applicant, a copy of the applicant's valid and his/her own ID.
6. Only one (1) companion for each applicant will be allowed to enter the campus. The companion will stay at a designated area inside the venue.
7. Applicants and their companions are required to follow all campus protocols to ensure safety during the confirmation activity.
8. Applicants and companions who will bring a private vehicle are advised to look for parking space outside the University.
9. Eating and drinking are not allowed inside the confirmation venue.
10. Applicants who cannot submit the Original Copy of the Grade 12 Final Report Card (because date of issuance is beyond the confirmation dates) will BE ALLOWED to confirm their enrollment, provided that they can submit the following documents issued and signed by their High School Principal or High School Registrar.
 - 10.1 Certified True Copy (CTC) of the available grades in Grade 12
 - 10.2 Certification from School Principal or Registrar containing the following information:
 - Final Report Card (F138) or Official Transcript of Records (TOR) will be released on _____ (specify date of release)
 - Student is a current Grade 12 student and is a candidate for graduation
 - Student has no back subjects/lacking units
 - Student has no academic failures
 - Student is cleared from any financial obligation
 - Student graduated last _____ (specify date) or will graduate on _____ (specify date)
11. For Non-Filipino citizens, a clearance from the International Center is a mandatory requirement and must be obtained prior to confirmation. A representative from the International Center will be stationed at the venue.

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12. Applicants are highly encouraged to pay their reservation fee during the online payment period to secure their enrollment slot in the University. Applicants who were not able to pay the P10,000 non-refundable reservation fee online may be accommodated to make a late payment onsite at the venue, subject to approval of the Office of Admissions and Scholarships.

13. The Office of Admissions and Scholarships reserves the right not to allow applicants to proceed with confirmation if there is any deficiency identified during evaluation of the required documents for confirmation.

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Confirmation Schedule

ENTER THROUGH GATE 2 (HENRY SY BUILDING)

Applicants are required to strictly observe the schedule below. Applicants who will confirm outside their designated schedule will not be allowed entry to the campus.

[Table 1. Schedule per College](#)

BAGCED, SOE, CCS, COS, CLA, RVRCOB, and GCOE

VENUE: 4th Floor Multi-Purpose Hall, Henry Sy Building, De La Salle University, Taft Avenue, Manila			
MANILA CAMPUS			
Note: Applicants qualified in degree programs offered by the Laguna Campus are also allowed to submit their confirmation requirements at the Manila Campus, following their designated college schedules below.			
College	Date	Time slot	
		08:00 - 12:00	12:00 - 16:00
Br. Andrew Gonzalez College of Education	02 July 2024 (Tuesday)	Last Name A to K	Last Name L - Z
School of Economics			
College of Computer Studies	03 July 2024 (Wednesday)	Last Name A to K	Last Name L - Z
College of Science	04 July 2024 (Thursday)	Last Name A to K	Last Name L - Z
College of Liberal Arts	05 July 2024 (Friday)	Last Name A to F	Last Name G - M
	08 July 2024 (Monday)	Last Name N to S	Last Name T to Z
Ramon V. del Rosario College of Business	09 July 2024 (Tuesday)	Last Name A to F	Last Name G to M
	10 July 2024 (Wednesday)	Last Name N to S	Last Name T to Z
Gokongwei College of Engineering	11 July 2024 (Thursday)	Last Name A to F	Last Name G to M
	12 July 2024 (Friday)	Last Name N to S	Last Name T to Z

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LAGUNA CAMPUS

VENUE: Multipurpose Hall, 2nd Floor, MRR Building, Laguna Campus			
Note: Exclusive only for qualified applicants of degree programs offered by the Laguna Campus			
College	Date	Time slot	
		08:00 - 12:00	12:00 - 16:00
All Colleges at Laguna Campus	15 July 2024 (Monday)	Last Name A to K	Last Name L to Z

General Procedures

Reminders

- Applicants who have paid online (or via Dragonpay) within the payment deadline skip Step 1 and proceed to the designated areas for Steps 2, 3, and 4.
- Applicants who have not paid the confirmation fee during the payment period start from Step 1

STEP	ACTIVITY	DOCUMENTS	
		To be submitted	To be received
1	Cash Payment of Non-Refundable Reservation Fee (P10,000.00)	Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation, white and yellow copies)
	NOTES → Checks are not accepted → The Reservation Fee is non-refundable and will cover administrative costs in case enrollment is withdrawn/cancelled.		

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STEP	ACTIVITY	TO BE SUBMITTED
<h1>2</h1>	<p>Submission of required documents</p>	<p>General Requirements (to be submitted by all accepted applicants)</p> <ul style="list-style-type: none"> • Printed copy of the Payment Acknowledgement Slip of Reservation Fee (system generated for those who paid the confirmation fee online or via Dragonpay) • Two (2) Printed copies of the Confirmation Document Checklist • Letter of Acceptance from DLSU • Original copy of the Grade 12 Report Card • Two (2) Recommendation Letters (DLSU form) • Two (2) copies of Statement of Responsibilities Form • Two (2) copies of Statement of Responsibilities • Proof of citizenship (please refer to the Freshman Application Procedures.) • Fully accomplished forms (to be submitted after Step 4): <ul style="list-style-type: none"> • Non-Violence Contract • Drug Testing Consent Form <p style="text-align: right;">See submission guidelines here: https://tinyurl.com/NVCDTCUG124Submission</p> <ul style="list-style-type: none"> • Disclosure Statement: https://forms.gle/huQG8UEaLDPiCpP8 <p>Conditional Requirements (added requirements to the general requirements)</p> <p><i>For Filipinos and Non-Filipinos who studied in schools not regulated by the Department of Education (DepEd) in the Philippines</i></p> <ul style="list-style-type: none"> • Authenticated / Apostille of TOR copy of the Official Transcript of Records <p><i>For applicants who used international admission credentials</i></p> <ul style="list-style-type: none"> • Original SAT Results, IB Diploma, and GCE A level certificate <p><i>For Filipinos and Non-Filipinos who studied in schools not regulated by the Department of Education (DepEd) in the Philippines</i></p>

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		<ul style="list-style-type: none"> • Photocopy of Diploma <p><i>For International Students and Filipino Dual Citizens without substantial proof of Filipino citizenship</i></p> <ul style="list-style-type: none"> • Visa Clearance from International Center <p><i>For Applicants who graduated from Grade 12 prior to AY 2023-2024</i></p> <ul style="list-style-type: none"> • Declaration as New Student Form
		<p>TO BE RECEIVED</p> <p>Stamped Letter of Acceptance from DLSU or Payment Acknowledgment Slip (for applicants who paid online), and Two (2) printed copies of Confirmation Document Checklist</p>
<p>NOTES</p> <ul style="list-style-type: none"> → High School Graduates must ensure that complete copies of the report cards (containing all semester, trimester, and/or quarterly grades) are signed by the designated signatories. Complete copies of the report cards are required for submission. → High School graduates BEFORE AY 2023-24 must submit a Declaration as a New Student form (see link of the form in the page on Electronic Forms and Resources) → Applicants who cannot submit the original copy of his/her Grade 12 Final Report Card will not be allowed to confirm his/her enrollment, unless a certification is provided (see details in Important Reminders Item No. 10) → Applicants with DUAL Citizenship must submit a copy of the Recognition or Re-acquisition Letter as Filipino Citizen if they wish to carry their Filipino citizenship → All graduates from schools abroad (not regulated by DepEd) must submit an authenticated / apostilled copy of the Original and Complete Transcript of Records → The applicant needs to submit the two (2) Recommendation Forms in sealed envelopes to the Office of the Admissions and Scholarships, De La Salle University (see link of the form in the page on Other reminders). → Applicants should submit original copy of the PSA issued Birth Certificate. 		

STEP	ACTIVITY	DOCUMENTS	
		To be submitted	To be received
3	Claiming of Enrollment Confirmation Slip and Enrollment Schedules and Procedures	Duplicate copies of: <ul style="list-style-type: none"> • Confirmation Document Checklist • DLSU official receipt (for those 	Enrollment Confirmation Slip Enrollment Schedule and Procedures

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				who paid the reservation fee)	
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STEP	ACTIVITY	DOCUMENTS
4	ID Picture Taking	To be submitted
		Enrollment Confirmation Slip
	<p>NOTES</p> <p>Reminders on the attire:</p> <ul style="list-style-type: none"> → Must conform with the following requirements: → 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: ID in-charge may refuse to take pictures of those who are not wearing the proper attire</p> <ul style="list-style-type: none"> → All students are required to wear clothing that will contrast against a beige background. Wearing white clothing is strongly discouraged, as it closely resembles beige. → Applicants must already be in required attire upon entering the confirmation venue 	

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Other Reminders

1. Admission results are valid for three (3) consecutive terms.
2. Applicants who have previously taken any course from college are not allowed admission to the first-year college level. Withholding of enrollment history will be grounds for cancellation of admission.
3. Applicants with Incomplete Confirmation Requirements will be considered "**Conditionally Admitted**" and are required to submit all lacking requirements to complete the enrollment process. Non-submission of required documents will prevent the applicant from proceeding with enrollment in the succeeding term.
4. Report Cards with erasures and alterations must be accompanied by a **Certification of Authenticity** from the High School Registrar.
5. The Recommendation Letters must be accomplished by the following (one from each):
 - 5.1. Guidance Counselor from Grade 11 or 12
 - 5.2. High School Principal or Subject Teacher from Grade 11 or 12

The [Recommendation Form](#) should be sealed in an envelope, with the recommender's signature across the seal. The applicant will then submit the sealed envelope to the Office of the Admissions and Scholarships, De La Salle University.

6. For applicants who studied abroad (schools not regulated by DepEd), the **Original and Complete Transcript of Records (TOR)** must be **authenticated / apostilled** by the Philippine Embassy in the country where the school is located. If the **authenticated / apostilled** TOR is not yet complete, the applicant may be allowed to confirm but he/she will not be allowed to enroll for the succeeding terms if the required documents remain unsubmitted.
7. International students must have secured their **Visa Clearance** from the International Center before Confirmation. Failure to comply will be subject to penalty and other charges.

Students with Dual Citizenship and Filipinos born abroad who fail to submit proof of Filipino citizenship will be required to obtain a clearance from the International Center.
8. Students who want to defer their enrollment should complete the Deferment of Enrollment Form and upload the accomplished form via [Deferment Request](#) before the start of classes.
9. Applicants who confirm but will not pursue their enrollment are required to submit their request for withdrawal [Credentials and Enrollment Withdrawal Form](#) and upload this via [Request for Withdrawal Form](#). An applicant who did not apply for official withdrawal (from OAS and OUR) and left the University without notice will be subjected to penalties and charges.

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Electronic Forms and Resources

Recommendation Letter Form

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

Declaration as a New Student Form

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-declaration-as-new-student.pdf

Statement of Responsibilities

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/admission-statement-of-responsibilities.pdf>

Deferment of Enrollment Form

<https://www.dlsu.edu.ph/wp-content/uploads/pdf/admissions/undergraduate/deferment-of-enrollment.pdf>

Non-Violence Contract and Drug Testing Consent Submission Guidelines

<https://tinyurl.com/NVCDTCUG124Submission>

Disclosure Statement

<https://forms.gle/huQG8UEaLDPiCppP8>

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Applicable for:

- International Students
- Filipino Dual Citizens/
Filipinos Born Abroad **WITHOUT**
PROOF OF FILIPINO CITIZENSHIP

Pre-confirmation Procedures for International Students

>>> TO BE DONE BEFORE STEP 1 OF GENERAL PROCEDURES <<<

(**MUST** be done on a different day before OR during 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 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
 - 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)
 - 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 o 9F Visa Conversion payment (P14,700)

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Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 2 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" issued from 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 and BOQ Stamp
 - 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
 - c. Duly accomplished IC Personal Data Form (refer to the link below for electronic form)
 - d. Duly accomplished IC Application Form for Special Study Permit (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)
 - 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 the **Week 2 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)

Note: International students who were issued an SSP are required to continuously update or extend their authorized stay (9A Visa) for the duration of their stay in the Philippines.

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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 2 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) 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
 - d. Copy of valid Alien Certificate of Registration Information (ACR-I) Card

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- 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)

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.

- Identification Certificate
- Certificate of Re-Acquisition/Retention of Filipino Citizenship issued by the BI
- Valid Philippine passport issued by the Department of Foreign Affairs

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Electronic Forms and Resources for International Students

List of Acceptable Visas for Study at DLSU

http://www.dlsu.edu.ph/students/international/how_to_apply/valid-visa.asp

General Consolidated Application Form (BI Form) for Student Visa Conversion

<https://drive.google.com/file/d/1-g0ospTcrKfxOHn321VA1nBQblhVuXrT/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>

Personal Data Sheet for International Students

<http://www.dlsu.edu.ph/students/international/requirements/personalinfo.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>