

# First-year College (Frosh) Confirmation Guide



## 1. What is Confirmation?

After receiving the acceptance letter, the next step is enrollment confirmation, which requires securing an enrollment slot in the University.

## 2. Confirmation Schedule per College

### 2.1 Manila Campus

College	Date	Time Slot	
		08:00 - 12:00	12:00 - 16:00
Br. Andrew Gonzalez FSC College of Education (BAGCED)	08 July 2025 (Tuesday)	Last Name A to K	Last Name L - Z
Carlos L. Tiu School of Economics (CLT-SOE)			
College of Computer Studies (CCS)	09 July 2025 (Wednesday)	Last Name A to K	Last Name L - Z
Gokongwei College of Engineering (GCOE)	10 July 2025 (Thursday)	Last Name A to F	Last Name G to M
	11 July 2025 (Friday)	Last Name N to S	Last Name T to Z
College of Science (COS)	14 July 2025 (Monday)	Last Name A to K	Last Name L - Z
Tañada-Diokno School of Law (TDSOL)			
College of Liberal Arts (CLA)	15 July 2025 (Tuesday)	Last Name A to F	Last Name G to M
	16 July 2025 (Wednesday)	Last Name N to S	Last Name T to Z
Ramon V. del Rosario College of Business (RVRCOB)	17 July 2025 (Thursday)	Last Name A to F	Last Name G to M
	18 July 2025 (Friday)	Last Name N to S	Last Name T to Z
<b>VENUE:</b> Multi-Purpose Hall, 4/F Henry Sy Sr. Building, De La Salle University, Taft Avenue, Manila			
<b>ENTRY:</b> To ensure a smooth process, qualified applicants confirming enrollment must enter the campus through Gate 2 (Henry Sy Sr Hall entrance) during their assigned time slot. Entry outside scheduled times will not be allowed.			
<b>NOTE:</b> Qualified applicants from DLSU Laguna Campus degree programs can also submit their confirmation requirements at the DLSU Manila Campus, according to their designated college schedules.			

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## 2.2 Manila Campus (Special DCAT Application and Approved Reconsideration)

College	Date	Time Slot	
		08:00 - 12:00	12:00 - 16:00
Ramon V. del Rosario College of Business (RVRCOB)	22 July 2025 (Tuesday)	Last Name A-I	Last Name J-Z
Carlos L. Tiu School of Economics (CLT-SOE)			
Br. Andrew Gonzalez FSC College of Education (BAGCED)	23 July 2025 (Wednesday)	Last Name A-I	Last Name J-Z
Gokongwei College of Engineering (GCOE)			
College of Liberal Arts (CLA)	24 July 2025 (Thursday)	Last Name A-I	Last Name J-Z
School of Innovation and Sustainability (SIS)			
Tañada-Diokno School of Law (TDSOL)			
College of Science (COS)	25 July 2025 (Friday)	Last Name A-I	Last Name J-Z
College of Computer Studies (CCS)			
VENUE: Enrollment Services Hub (ESH) Lobby, 2/F Henry Sy Sr. Hall, De La Salle University.			
ENTRY: To ensure a smooth process, qualified applicants confirming enrollment must enter the campus through Gate 2 (Henry Sy Sr Hall entrance) during their assigned time slot. Entry outside scheduled times will not be allowed.			
NOTE: Qualified applicants from DLSU Laguna Campus degree programs can also submit their confirmation requirements at the DLSU Manila Campus, according to their designated college schedules.			

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## 2.3 Laguna Campus

College	Date	Time slot	
		08:00 - 12:00	12:00 - 16:00
All academic colleges on the DLSU Laguna Campus	21 July 2025 (Monday)	Last Name A to K	Last Name L to Z
<b>VENUE:</b> Collaborative Lecture Hall, G/F Enrique K. Razon Jr. Hall, DLSU Laguna Campus			
<b>NOTE:</b> Limited to qualified applicants of DLSU Laguna degree programs.			

## 3. General Procedures

STEP	ACTIVITY	DOCUMENTS	
		TO BE SUBMITTED	TO BE RECEIVED
1	If online payment of the Non-Refundable P10,000.00 Reservation/Confirmation Fee is already made, <b>skip to the next step.</b>	None	None
	Cash Payment of Non-Refundable Reservation/Confirmation Fee (P10,000.00)	Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation, white and yellow copies)
	<b>NOTES</b> <ul style="list-style-type: none"> <li>→ Applicants are <b>highly encouraged to pay their P10,000.00 non-refundable reservation/confirmation fee during the online payment period to secure their enrollment slot in the University.</b></li> <li>→ Applicants unable to pay the P10,000.00 fee online can request late payment accommodation at the venue, with approval required from the Office of Admissions and Scholarships.</li> <li>→ Checks are not accepted.</li> <li>→ The P10,000 Reservation/Confirmation Fee will cover administrative costs and is non-refundable in the event of enrollment cancellation or withdrawal.</li> </ul>		

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STEP	ACTIVITY	DOCUMENTS
		TO BE SUBMITTED
2	Submission of required documents	<p><b>General Requirements (to be submitted by all qualified applicants)</b></p> <ul style="list-style-type: none"> <li>Three (3) Printed Copies of the Confirmation Document Checklist <ul style="list-style-type: none"> <li>After paying the non-refundable reservation/confirmation fee, please visit and access the <a href="#">De La Salle University Manila : Applicant Inquiry Form</a>.</li> <li>Click the Download Confirmation Document Checklist button.</li> </ul> </li> </ul> <p style="text-align: center;"><a href="#">Download Confirmation Document Checklist</a></p> <ul style="list-style-type: none"> <li>Letter of Acceptance from DLSU (<b>Offer Letter</b>)</li> <li>Proof of Payment (please submit either of the following): <ul style="list-style-type: none"> <li>Two (2) copies of the Payment Acknowledgement Slip</li> <li>Two (2) copies of the DLSU Official Receipt</li> </ul> </li> <li>Grades / Completion of High School <i>[See Note B]</i> <ul style="list-style-type: none"> <li>If the School is local: <ul style="list-style-type: none"> <li>Original Grade 12 Final Report Card (Form 138) <i>[See Note C]</i></li> </ul> </li> <li>For Filipinos and Non-Filipinos who studied in schools not regulated by the Department of Education (DepEd) in the Philippines <i>[See Note F]</i>: <ul style="list-style-type: none"> <li>Apostille-authenticated Transcript of Records</li> <li>Photocopy of Diploma</li> </ul> </li> <li>For Non-Formal Education in the Philippines: <ul style="list-style-type: none"> <li>Alternative Learning System Accreditation and Equivalency (ALS E&amp;E) Certificate of Rating / Philippine Educational Placement Test (PEPT) Certificate of Rating</li> </ul> </li> </ul> </li> <li>Proof of citizenship (please refer to the <a href="#">link</a>) <i>[See Note E]</i></li> <li>Two (2) copies of <a href="#">Statement of Responsibilities</a> <i>[See Note G]</i></li> <li>Two (2) Recommendation Forms (<a href="#">DLSU Form</a>) <i>[See Note H]</i></li> <li>Fully accomplished forms (to be submitted after Step 3): <ul style="list-style-type: none"> <li>Non-Violence Contract</li> <li>Drug Testing Consent Form (Refer to submission guidelines here: <a href="https://tinyurl.com/NVCDTCUG125Submission">https://tinyurl.com/NVCDTCUG125Submission</a>)</li> <li>Disclosure Statement: <a href="https://forms.gle/oiQHmJ8tLB8jE8jM9">https://forms.gle/oiQHmJ8tLB8jE8jM9</a></li> </ul> </li> </ul>

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		<p>→ Physical Examination Results (refer to <a href="#">HSO FROSH ADVISORY AY 2025-2026</a> [See Note I])</p> <p>→ Request for Form 137 [See Note J]</p> <p><b>Conditional Requirements (added requirements to the general requirements)</b></p> <ul style="list-style-type: none"><li>For applicants who used international admission credentials in lieu of DCAT<ul style="list-style-type: none"><li>→ Original SAT Results, IB Diploma, IB Transcript of Records / IB Certification of Results and GCE A-level Certificate</li></ul></li><li>For International Students and Filipino Dual Citizens without substantial proof of Filipino citizenship<ul style="list-style-type: none"><li>→ Visa Clearance from the International Center</li></ul></li><li>For Applicants who graduated from Grade 12 prior to AY 2024-2025<ul style="list-style-type: none"><li>→ <a href="#">Declaration as New Student</a></li></ul></li></ul>
		<p><b>TO BE RECEIVED</b></p>
		<p>Proof of Payment Payment Acknowledgement Slip or DLSU Official Receipt (whichever is applicable)</p> <p>Confirmation Document Checklist</p> <p>Enrollment Confirmation Slip</p> <p>Enrollment Schedules and Procedures</p>
	<p><b>NOTES</b></p> <p><b>[A]</b> Qualified applicants should submit an original PSA/NSO-issued Birth Certificate.</p> <p><b>[B]</b> High school graduates need to submit complete report cards that include all semester, trimester, and/or quarterly grades, properly signed by authorized signatories.</p> <p><b>[C]</b> Qualified applicants unable to submit their original Grade 12 Final Report Card cannot confirm enrollment without providing a certification (Refer to Section 5.2 "About Documents for Submission", Item 1 for details).</p> <p><b>[D]</b> If you graduated high school <b>BEFORE AY 2024-25</b>, please complete and submit the Declaration as a New Student Form (<a href="#">link</a>).</p> <p><b>[E]</b> Qualified applicants with DUAL Citizenship must submit a copy of the Recognition or Re-acquisition Letter as a Filipino Citizen if they wish to carry their Filipino citizenship.</p>	

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	<p><b>[F]</b> All graduates from schools abroad (not regulated by the DepEd) must submit an Apostille-authenticated Transcript of Records.</p> <p><b>[G]</b> Qualified applicants authorizing a non-parent as Parent On-Record must provide an authorization letter and a photocopy of the parent's government-issued ID.</p> <p><b>[H]</b> The two (2) Recommendation Forms need to be submitted in sealed envelopes (see <a href="#">link</a> to Recommendation Form).</p> <p><b>[I]</b> Physical Examination Results are required for official enrollment. Accepted applicants must undergo the Entrance Physical Examination (EPE).</p> <p><b>[J]</b> Please visit and access the <a href="#">De La Salle University Manila : Applicant Inquiry Form</a>.</p> <ul style="list-style-type: none"> <li>→ Click the Download Request for Form 137 button.</li> <li>→ Submit the request to the school where you completed or will complete Grade 12.</li> <li>→ Bring a photocopy of your birth certificate along with the Form 137 when you submit it during the confirmation</li> </ul>
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STEP	ACTIVITY	DOCUMENTS
3	ID Picture Taking	TO BE SUBMITTED
		Enrollment Confirmation Slip
	<p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Reminders <b>on the attire</b>: <ul style="list-style-type: none"> <li>→ Top with collar and sleeves (with or without coat)</li> <li>→ No facial, ear, or neck jewelry</li> <li>→ No heavy make-up</li> <li>→ No eye-glasses</li> <li>→ Hair pulled back to show full face and ears during ID picture-taking</li> <li>→ Clothing should be in contrast with a beige background; wearing white clothing is strongly discouraged, as it closely resembles beige</li> </ul> </li> <li>• Qualified applicants must already be in the required attire upon entering the confirmation venue.</li> <li>• The ID in charge may refuse to take pictures of those who are not wearing the proper attire.</li> </ul>	

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## 4. Electronic Forms and Resources

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

### **Statement of Responsibilities Form**

<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/NVCDTCUG125Submission>

### **Disclosure Statement**

<https://forms.gle/huQG8UEaLDPiCppP8>

## 5. Reminders

### 5.1 Essential Instructions

1. You are required to follow your college schedule and time slot strictly. Please refer to the Confirmation Schedule per College on page 1 for guidance. Qualified 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 Sr Hall Entrance).
3. Confirmation can only be done by the applicant or an authorized representative. Representatives must present an authorization letter, the applicant's valid ID, and their own ID.
4. 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.
5. Children under 7 years old are NOT permitted to enter the campus premises.
6. 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.
7. Applicants and their companions are required to follow all campus protocols to ensure safety during the confirmation activity.
8. Eating and drinking are not allowed inside the confirmation venue.
9. Applicants and companions who will bring a private vehicle are advised to look for a parking space outside the University.
10. 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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11. The P10,000.00 non-refundable reservation/confirmation fee is a separate payment and will not be credited to one's tuition and fees for AY 2025-2026.
12. Applicants unable to pay the P10,000.00 fee online can request late payment accommodation at the venue, with approval required from the Office of Admissions and Scholarships.
13. The Office of Admissions and Scholarships may deny confirmation if required documents are incomplete or deficient.

## 5.2 About Documents for Submission

1. In cases where the original Grade 12 Final Report Card cannot be submitted on time, applicants may confirm enrollment with the following documents issued and signed by their High School Principal or Registrar:
  - 1.1 Certified True Copy (CTC) of the available grades in Grade 12
  - 1.2 Certification from the 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)
2. Any erasures or changes on Report Cards must be validated with a **Certification of Authenticity** from the School Registrar.
3. Report Cards that are damaged must be accompanied by an "Affidavit of Mutilation".
4. If the school year is not shown on the report card, a certification from the High School Principal or School Registrar is needed to confirm the school year attended.
5. If the report card does not indicate college eligibility, a certification signed by the High School Principal or School Registrar confirming the student's eligibility is mandatory.
6. Admission to the first-year college level is restricted to students without prior college experience. Failure to disclose previous enrollment may lead to admission cancellation.
7. 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. If not available, confirmation is allowed but enrollment for future terms will be withheld until documents are complete.
8. 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.



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9. The Recommendation Letters must be accomplished by the following (one from each):

- 9.1. Guidance Counselor from Grade 11 or 12
- 9.2. 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.

- 10. Applicants with incomplete requirements will be **"Conditionally Admitted"** pending submission of all necessary documents. Failure to complete the requirements will bar enrollment in future academic terms.
- 11. Admission results are valid for three (3) consecutive terms.
- 12. 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.
- 13. Applicants who confirm but will not pursue their enrollment will be required to fill out the [Credentials and Enrollment Withdrawal Form](#) and upload this via the [Request for Withdrawal Form](#). Applicants who fail to formally withdraw and leave the University without notice will face penalties and charges.

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## Applicable for:

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

## 6. 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 (OVPRI), 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](mailto:ic.iss@dlsu.edu.ph) or [ovperi@dlsu.edu.ph](mailto: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 OVPRI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)

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- h. Copy of Official Receipt o 9F Visa Conversion payment (P14,700)

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during the **Week 1 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](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
  - 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 OVPRI 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 1 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 OVPRI 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 1 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 OVPRI 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

## 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](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-q0ospTcrKfxOHn321VA1nBQblhVuXrT/view?usp=sharing>

### General Consolidated Application Form (BI Form) for Student Visa Extension

<https://drive.google.com/file/d/1AREXPpl5elv58rUNZXZ-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>