



Office of Admissions
and Scholarships

FIRST-YEAR COLLEGE CONFIRMATION Term 2, AY 2023-2024 Schedule and Procedures

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Important Reminders

1. You are required to follow your schedule and time slot strictly. Please refer to [Table 1](#) 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 (in front of Henry Sy Sr. Hall) and go through a temperature and security check before they are allowed entry to the campus.
3. 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 ID, and his/her 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. Applicants and their companions are required to follow all health protocols to ensure safety during the confirmation activity. Bringing a personal hygiene kit and maintaining a safe distance from others are highly encouraged.
6. Applicants and companions who will bring a private vehicle are advised to look for parking space outside the University.
7. Eating and drinking are not allowed inside the confirmation venue.
8. Applicants with incomplete requirements will NOT be allowed to confirm.
9. For Non-Filipino citizens, a clearance from the International Center must be obtained prior to confirmation. The clearance is a mandatory requirement.
10. The Confirmation Fee will be credited to the tuition and fees if the student enrolls on Term 2, AY 2023- 2024. Otherwise, it is non-refundable and will cover administrative costs.
11. The Office of Admissions and Scholarships reserves the right not to allow applicants to proceed with confirmation if there is any deficiency identified during the evaluation of the required documents for confirmation.



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Confirmation Schedule

ENTER THROUGH GATE 2 (in front of HENRY SY SR. HALL)

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

VENUE: Enrollment Services Hub (ESH), 2nd Floor Henry Sy Sr. Hall, De La Salle University, Taft Avenue, Manila				
Date	Time			
	08:00 to 10:00	10:00 to 12:00	12:00 to 14:00	14:00 to 16:00
11 December 2023 (Monday)	Last Name A - C	Last Name D - F	Last Name G to I	Last Name J to M
12 December 2023 (Tuesday)	Last Name N to P	Last Name Q to S	Last Name T to V	Last Name W to Z



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Please see next page for **preliminary PROCEDURES and REQUIREMENTS** for

- International Students
- Students with Dual Citizenship
- Filipinos Born Abroad **WITHOUT PROOF OF FILIPINO CITIZENSHIP**

General Procedures

Table 2: Confirmation Procedures

Step	Activity	Document		Notes
		To Be Submitted	To Be Received	
1	Submission of required documents	<ol style="list-style-type: none"> 1. Print out of Letter of Acceptance from DLSU 2. Proof of Confirmation Fee Payment (for deferred applicants who paid during term 1 AY23–24) or DLSU Official Receipt (for those who paid at the venue) 3. Original Copy of Grade 12 Final Report Card (F138) 4. Original Copy of SAT Results (only for applicants who used SAT as admissions credential) 5. Authenticated / Apostilled copy of the Official Transcript of Records (only for Filipinos and Non- Filipinos who studied in schools not regulated by the Department of Education (DepEd) in the Philippines) 6. Photocopy of Diploma (only for Filipinos and Non-Filipinos who studied in schools not regulated by the Department of Education (DepEd) in the Philippines) 7. Proof of Citizenship (as applicable) <ol style="list-style-type: none"> 7.1 For Filipino Citizens and Filipinos with Dual Citizenship Born in the Philippines <ul style="list-style-type: none"> ● Original Copy of PSA-issued Birth Certificate 7.2 Filipinos with Dual Citizenship Born Outside the Philippines <ul style="list-style-type: none"> ● Photocopy of Birth Certificate ● Photocopy of Valid, Unexpired Passport ● Documentation for Acquisition/Reacquisition/Retention of Filipino Citizenship 7.3 For Non-Filipino citizens born in the Philippines <ul style="list-style-type: none"> ● Photocopy of Valid, Unexpired Passport ● Alien Certificate of Registration Identity (ACR I) Card 7.4 For Non-Filipino citizens outside the Philippines <ul style="list-style-type: none"> ● Photocopy of Valid, Unexpired Passport 8. Visa Clearance from the International Center (For International Students and Filipino Dual Citizens without substantial proof of Filipino citizenship) 9. Two (2) copies of Statement of Responsibilities (access link below) 10. Declaration as a Transfer Student (access link below) 	Stamped Letter of Acceptance from DLSU	<ul style="list-style-type: none"> ● The Notarized Undergraduate Non-Fraternity Contract Form must be submitted directly to the Discipline Office on the day of your LPEP Orientation ● Original and complete Transcript of Records (TOR) must be apostilled/authenticated by the Philippine Embassy in the country where the school is located. (For students who studied abroad only) ● Applicants with DUAL Citizenship <u>must submit</u> a copy of the Recognition or Re-acquisition Letter as Filipino Citizens if they wish to carry their Filipino citizenship ● Original recommendation forms will not be required if the recommenders have already uploaded the forms of the applicant during the application period (through the Google Form link)



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		<p>11. Two (2) Recommendation Letters (DLSU form) - see notes for information</p> <p>12. Statement of Undertaking (For reconsidered applicants only)</p> <p>13. Fully accomplished forms (to be submitted after Step 4):</p> <p>12.1 Non-Violence Contract</p> <p>12.2 Drug Testing Consent Form</p> <p>See submission guidelines here: https://tinyurl.com/NVCDTCSubmissionUG123</p> <p>12.3. Disclosure Statement https://tinyurl.com/OCCS-Disclosure-UG123</p>		
2	Cash Payment of Non- Refundable Confirmation Fee (Php10,000.00)	Stamp Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation, white and yellow copies)	<ul style="list-style-type: none"> • Checks are not accepted • The Confirmation Fee will be credited to the tuition and fees if enrolled on Term 2 of AY 2022-2024. Otherwise, it is non-refundable and will cover administrative costs.
3	Claiming of Enrollment Confirmation Slip And Enrollment Schedules and Procedures	DLSU Official Receipt (for confirmation)	<ol style="list-style-type: none"> 1. Enrollment Confirmation Slip 2. Enrollment Schedule and Procedures 	
4	ID Picture Taking	Enrollment Confirmation Slip		<p><u>Reminders on the attire:</u> Must conform with the following requirements:</p> <ul style="list-style-type: none"> • 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><u>Note: ID in-charge may refuse to take pictures of those who are not wearing the proper attire</u></p> <ul style="list-style-type: none"> • All students are required to wear clothing that will contrast against a beige background. • Applicants must already be in the 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. Note that a complete, original copy of the Transcript of Records is a non-negotiable requirement and must be submitted before the applicant is allowed to confirm.
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):
 - 4.1. Guidance Counselor
 - 4.2. Department Head / Professor
 - 4.3. Dean

Important Note: *Recommendation Forms shall be sent by the recommender directly to OAS by uploading the Recommendation Forms via [Google Form](#). The applicant will be responsible to coordinate the required process with his/her Recommender/Rater.*

6. For applicants who studied abroad, the **Original and Complete Transcript of Records** must be **authenticated/apostilled** by the Philippine Embassy in the country where the school is located.
7. International students must have secured their **Visa Clearance** from the International Center prior to 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 would like to defer their enrollment should accomplish 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 Transfer Student

https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration_transferstudent.pdf

Statement of Undertaking

http://www.dlsu.edu.ph/admissions/undergraduate/_pdf/admission-statement-of-undertaking.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/NVCDTCSubmissionUG123>

Disclosure Statement

<https://tinyurl.com/OCCS-Disclosure-UG123>



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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)

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. Bureau of Quarantine (BOQ) Medical Clearance
- c. Original and photocopy of valid passport pages bearing the bio-page and latest admission with valid authorized stay and BOQ Stamp
- d. Joint letter of request to BI for 9F Visa Conversion (Template letter will be provided by the IC)



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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 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.

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



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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
- 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



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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-q0ospTcrKfxOHn321VA1nBQblhVuXrT/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>

As of 30 November 2023; 03:11pm