

Transfer and Second Undergraduate Degree Confirmation Guide



1. What is Confirmation?

After receiving the acceptance letter, the next step – confirmation – is securing a slot to enroll in the University.

2. Confirmation Schedule

Manila Campus

Date	Time Slot			
	08:00 - 10:00	10:00 - 12:00	12:00 - 14:00	14:00 - 16:00
03 April 2025 (Thursday)	Last Name A to C	Last Name D - F	Last Name G to I	Last Name J - M
04 April 2025 (Friday)	Last Name N to P	Last Name Q - S	Last Name T to V	Last Name W - Z
VENUE: Enrollment Services Hub (ESH), 2nd Floor Henry Sy Sr. Hall, De La Salle University, Taft Avenue, Manila				
Note: Select the "CONFIRMATION" option on the ESH Kiosk to submit your requirements.				
ENTRY: Qualified applicants must use Gate 2 (Henry Sy Building) for entry. It is essential to adhere strictly to the designated schedule. Those who confirm outside their assigned time slot will not be permitted to enter the campus.				

Transfer and Second Undergraduate Degree Confirmation Guide



3. General Procedures

STEP	ACTIVITY	DOCUMENTS
		TO BE SUBMITTED
1	Submission of required documents	<p>General Requirements (to be submitted by all qualified applicants)</p> <ul style="list-style-type: none"> Two (2) Printed Copies of the Confirmation Document Checklist Letter of Acceptance from DLSU [See Note A] Grades / Academic Records <ul style="list-style-type: none"> If the School is local: <ul style="list-style-type: none"> → Honorable Dismissal [See Note B] → Current/Updated Transcript of Records → NSTP Serial Number Certificate [See Note C] For Filipinos and Non-Filipinos who studied in schools not regulated by the Department of Education (DepEd) in the Philippines [See Note D]: <ul style="list-style-type: none"> → Authenticated / Apostille of Transcript of Records Proof of citizenship (please refer to the link) [See Note E] Two (2) copies of the Statement of Responsibilities [See Note F] Declaration as a Transfer Student Two (2) Recommendation Forms (DLSU Form) [See Note G] Original Copy of the Certificate of Good Moral Character Fully accomplished forms (to be submitted after Step 4): [See Note H] <ul style="list-style-type: none"> → Non-Violence Contract → Drug Testing Consent Form See submission guidelines here: https://tinyurl.com/NVCDTCUG124Submission <ul style="list-style-type: none"> → Disclosure Statement: https://forms.gle/huQG8UEaLDPiCppP8 <p>Conditional Requirements (added requirements to the general requirements)</p> <ul style="list-style-type: none"> For International Students and Filipino Dual Citizens without substantial proof of Filipino citizenship <ul style="list-style-type: none"> → Visa Clearance from the International Center

Transfer and Second Undergraduate Degree Confirmation Guide



		TO BE RECEIVED
		Stamped Letter of Acceptance from DLSU
	NOTES <p>[A] Qualified applicants should print the Letter of Acceptance that was sent to their registered email address.</p> <p>[B] Qualified applicants who cannot submit the Honorable Dismissal / Transfer credentials will not be allowed to confirm his/her enrollment unless a certification or a claiming stub with the specified date of release of the Honorable Dismissal / Transfer credentials is provided.</p> <p>[C] NSTP Serial Number Certificate must be submitted if the NSTP Serial Number is not indicated in the TOR or Transfer Credentials and if the NSTP Serial Number is still unavailable</p> <p>[D] All graduates from schools abroad (not regulated by DepEd) must submit an Apostille of / Authenticated Original and Complete Transcript of Records.</p> <p>[E] 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> <p>[F] Qualified applicants need to submit an authorization letter allowing non-parent to be the Parent On-record. It means that it authorizes the non-parent to take responsibilities related to the Parent On-Record.</p> <p>[G] The Non-Violence Contract and Drug Testing Consent Form must be submitted directly to the Student Discipline Formation Office (SDFO) Velasco Hall, Rooms 152 and 151 after step 4.</p> <p>[H] The two 2 Recommendation Forms need to be submitted in sealed envelopes (see link to Recommendation Form). The recommendation forms must be accomplished by the following:</p> <ul style="list-style-type: none"> • Dean, Department Head, or Professor • Guidance Counselor 	

Transfer and Second Undergraduate Degree Confirmation Guide



STEP	ACTIVITY	DOCUMENTS	
2	Cash Payment of Non-Refundable Reservation Fee (P10,000.00)	TO BE SUBMITTED	TO BE RECEIVED
		Letter of Acceptance from DLSU	DLSU Official Receipt (for confirmation, white and yellow copies)
	NOTES <ul style="list-style-type: none"> → Applicants are highly encouraged to pay their reservation fee during the confirmation period to secure their enrollment slot in the University. → Checks are not accepted. → The Reservation Fee will cover administrative costs and is non-refundable in case enrollment is withdrawn/cancelled. 		

STEP	ACTIVITY	DOCUMENTS	
3	Claiming of Enrollment Confirmation Slip and Enrollment Schedules and Procedures	TO BE SUBMITTED	TO BE RECEIVED
		Two (2) copies of: <ul style="list-style-type: none"> • Confirmation Document Checklist • DLSU Official Receipt (for those who paid the reservation fee) 	Enrollment Confirmation Slip Confirmation Document Checklist Enrollment Schedules and Procedures

STEP	ACTIVITY	DOCUMENTS
4	ID Picture Taking	TO BE SUBMITTED
		Enrollment Confirmation Slip
	NOTES <ul style="list-style-type: none">Reminders on the attire:<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; wearing white clothing is strongly discouraged, as it closely resembles beigeQualified applicants must already be in the required attire upon entering the confirmation venue.ID in-charge may refuse to take pictures of those who are not wearing the proper attire	

Transfer and Second Undergraduate Degree Confirmation Guide



4. Electronic Forms and Resources

Recommendation Form

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

Declaration as a Transfer Student Form

https://www.dlsu.edu.ph/wp-content/uploads/pdf/oas/undergraduate/declaration_transferstudent.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/NVCDTCUG124Submission>

Disclosure Statement

<https://forms.gle/huQG8UEaLDPiCppP8>

5. Reminders

5.1 Essential Instructions

1. You are required to follow your 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 Gate).
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 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. 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 parking space outside the University.

Transfer and Second Undergraduate Degree Confirmation Guide



10. For Non-Filipino citizens, a clearance from the International Center is a mandatory requirement and must be obtained prior to confirmation. Applicants can proceed to the International Center 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 to obtain the clearance.
11. The Reservation fee is not an advance payment for enrollment and will not be credited toward the tuition and fees for AY 2024-2025.
12. 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.

5.2 About Documents for Submission

1. 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.
2. 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.

3. The Recommendation Letters must be accomplished by the following (one from each):
 - 3.1. Guidance Counselor from College
 - 3.2. Department Head / Professor / Dean

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](#))

4. 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.
5. Admission results are valid for three (3) consecutive terms.
6. 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.
7. 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.

Transfer and Second Undergraduate Degree Confirmation Guide



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 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 OVPRI IC Data Privacy Consent Form (hard copy will be handed during confirmation period by IC Staff or can be obtained at IC)

Transfer and Second Undergraduate Degree Confirmation Guide



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

Additional documentary requirements must be processed and submitted by the IS-applicant at IC during **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)
 - 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 **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

Transfer and Second Undergraduate Degree Confirmation Guide



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 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 **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

Transfer and Second Undergraduate Degree Confirmation Guide



- 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

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/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>