

## Non- Violence Contract and Drug Testing Consent Submission Guidelines (UG 125)

The University requires all incoming students to accomplish and submit a ***Non-Violence Contract (NVC) and a Drug Test Consent*** to ensure a safe learning environment for everyone.

Here are the guidelines and reminders to assist you in accomplishing and submitting the document:

1. Click [here](#) to access the **Non-Violence Contract**.
2. Read and understand the contents of the contract.
3. Fill-out **ALL** the needed information.
4. Print all pages of the NVC.
5. Have your declaration **legally authenticated with a notary public**.
6. Scan or take a picture of the filled-out and notarized contract.
7. Click [here](#) to access the **Drug Testing Consent**.
8. Read and understand the contents of the consent.
9. Fill-out **ALL** the needed information.
10. Sign the document together with your parents or your guardian.
11. Scan or take a picture of the signed DTC.
12. Submit the scanned copies of the **NVC** and **DTC** to this [google form](#) and the hard copies during your **CONFIRMATION DAY**.
13. In case that you cannot submit during your confirmation day, the deadline for the online submission and hard copy will be on **September 30, 2025**, at the SDFO Velasco Room 152.
14. For any inquiry regarding said requirements, please feel free to email us at [sdfo@dlsu.edu.ph](mailto:sdfo@dlsu.edu.ph) or visit the SDFO FB page at <https://www.facebook.com/sdfo.dlsu>.