



APPLICATION FOR CROSS-ENROLLMENT

(for Inbound Cross Enrollee)

PLEASE PRINT

PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NUMBER	
FIRST NAME		SCHOOL NAME	
MIDDLE NAME		SCHOOL	
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	ADDRESS	
CITIZENSHIP		DEGREE	
BIRTHDAY		BIRTHPLACE	

CONTACT INFORMATION			
TEL. / MOBILE NO.		EMAIL	
MAILING ADDRESS			

DOCUMENTS REQUIRED	
<input type="checkbox"/> Application for EN-06 Application for Cross Enrollment (this form) <input type="checkbox"/> Certificate of Good Moral Character/Certificate of Employment (if employed) <input type="checkbox"/> Transcript of records <input type="checkbox"/> Data Privacy Consent of DLSU <input type="checkbox"/> NBI Clearance (For Local Applicants) <input type="checkbox"/> Government Issued Valid ID (For Local Applicants) <input type="checkbox"/> Copy of Passport (For Foreign Applicants) <input type="checkbox"/> Embassy Permit/Certification to Study (For Foreign Applicants)	<input type="checkbox"/> Copy of Parent's ITR (For University of the Philippines student) <input type="checkbox"/> Medical Result: <i>(The list of DLSU-accredited clinics may be viewed here.)</i> a) head-to-foot examination (MEF) b) dental examination (DEF) c) chest X-ray d) blood typing e) drug testing for Methamphetamine HCl (Shabu), Tetrahydrocannabinol (Marijuana), and methylenedioxyamphetamine (Ecstasy) in the urine.

Cross Enrollment Details			
STUDENT TYPE	<input type="checkbox"/> Foreign Cross Enrollee <input type="checkbox"/> Local Cross Enrollee	DEGREE LEVEL	<input type="checkbox"/> Undergraduate (Bachelor) <input type="checkbox"/> Master <input type="checkbox"/> Post-Graduate/Diploma <input type="checkbox"/> PhD
I am applying for	TERM _____ ACADEMIC YEAR _____		
Reason for choosing DLSU			

COURSES TO BE ENROLLED								
CNT	COURSE CODE	SECTION	UNITS		CNT	COURSE CODE	SECTION	UNITS
1				<input type="checkbox"/> Audit <input type="checkbox"/> Credit	4			<input type="checkbox"/> Audit <input type="checkbox"/> Credit
2				<input type="checkbox"/> Audit <input type="checkbox"/> Credit	5			<input type="checkbox"/> Audit <input type="checkbox"/> Credit
3				<input type="checkbox"/> Audit <input type="checkbox"/> Credit	6			<input type="checkbox"/> Audit <input type="checkbox"/> Credit
Academic Calendar: https://www.dlsu.edu.ph/offices/registrar/academic-calendar/						TOTAL UNITS		

Note: Sections may change depending on the availability of slots; Students must request a copy of their grades at the end of the term.

CONFORME
I understand and agree that I am bound by the same academic, discipline, and administrative policies and procedures governing students of DLSU.
_____ SIGNATURE OVER PRINTED NAME / DATE



TO BE FILLED UP BY THE APPLICANT'S SCHOOL REGISTRAR

APPLICANT ACADEMIC RECORDS

Grade Point Average		Total Academic Units of Failure	
SCHOOL STANDARDS			
Tuition / Unit		Grade Equivalent to 85	
Highest Grade		Passing Grade	

This is to certify that the applicant is allowed to cross-enroll at De La Salle University.

DEAN OF THE HOME SCHOOL
SIGNATURE OVER PRINTED NAME / DATE

UNIVERSITY REGISTRAR
SIGNATURE OVER PRINTED NAME / DATE

PROCEDURE AND REMINDER

- Download the [EN-06 Application for Cross Enrollment](#).
- Prepare all documents listed on page 1 of the form.
- For Course Offerings, you may coordinate with the Associate Dean of the College
 - Br. Andrew Gonzalez College of Education - assocdeanBAGCED@dlsu.edu.ph
 - Carlos L. Tiu School of Economics - assocdeanSOE@dlsu.edu.ph
 - College of Computer Studies - assocdeanCCS@dlsu.edu.ph
 - College of Liberal Arts - assocdeanCLA@dlsu.edu.ph
 - College of Science - assocdeanCOS@dlsu.edu.ph
 - Gokongwei College of Engineering - assocdeanGCOE@dlsu.edu.ph
 - Ramon V del Rosario College of Business - assocdeanRVRCOB@dlsu.edu.ph
 - School of Innovation and Sustainability - assocdeanLC@dlsu.edu.ph
- For International Students (Foreign Nationality only), must secure the endorsement from the DLSU International Center through erio@dlsu.edu.ph
- Once all items (1-4) are complete, the applicant must submit them through [Gform](#).
- The evaluation and approval will take at least 5 working days. Once approved, the student will receive the Enrollment Assessment Form
Payment:
- Pay at designated banks (Metrobank, Unionbank, UCPB). Present a copy of the Enrollment Assessment Form that DLSU-OUR will provide, fill out the bill's payment slip, and indicate on the slip – DLSU ID number as the reference number and payable to De La Salle University, Manila (teller will supply the account number) OR Pay at the DLSU cashier (onsite)
- Once paid, the student MUST email the following in order:
 - Email the validated payment slip (scanned or photo) to the Finance and Accounting Office/FAO (jose.albania@dlsu.edu.ph) for preparation of official receipt (OR); copy furnished registrar@dlsu.edu.ph
 - Once the OR has been issued, the student must email itservices@dlsu.edu.ph to activate the MLS and DLSU Gmail accounts.
 - Once with active MLS and DLSU Gmail accounts, the student must email assist-crem@dlsu.edu.ph for orientation on Animospace (the DLSU online learning platform).