



# APPLICATION FOR SPECIAL STUDENT

(for Non-Degree Students)

PLEASE PRINT

PERSONAL INFORMATION			ACADEMIC INFORMATION	
NAME <small>(LAST, FIRST MIDDLE)</small>			DLSU ID NUMBER <small>(to be assigned by DLSU)</small>	
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female	ADDRESS		
CITIZENSHIP		BIRTHDAY	<small>(MM-DD-YYYY)</small>	
TEL. / MOBILE NO.		BIRTHPLACE	<small>(CITY, COUNTRY)</small>	
EMAIL				

### DOCUMENTS REQUIRED

*(Please prepare the following)*

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for <a href="#">Non-Degree Student</a> (this form)</li> <li><input type="checkbox"/> Certificate of Good Moral Character/Certificate of Employment (if employed)</li> <li><input type="checkbox"/> Transcript of records</li> <li><input type="checkbox"/> <a href="#">Data Privacy Consent of DLSU</a></li> <li><input type="checkbox"/> NBI Clearance (For Local Applicants)</li> <li><input type="checkbox"/> Government Issued Valid ID (For Local Applicants)</li> <li><input type="checkbox"/> Copy of Passport (For Foreign Applicants)</li> <li><input type="checkbox"/> Permit/Certification to Study from the Embassy (For Foreign Applicants only)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Parent's ITR (For University of the Philippines student)</li> <li><input type="checkbox"/> Medical Result:<br/><i>(The list of DLSU-accredited clinics may be viewed <a href="#">here.</a>)</i> <ul style="list-style-type: none"> <li>a) head-to-foot examination (MEF)</li> <li>b) dental examination (DEF)</li> <li>c) chest X-ray</li> <li>d) blood typing</li> <li>e) drug testing for Methamphetamine HCl (<b>Shabu</b>), Tetrahydrocannabinol (<b>Marijuana</b>), and methylenedioxyamphetamine (<b>Ecstasy</b>) in the urine.</li> </ul> </li> </ul> |
|--|--|

### COURSES TO BE ENROLLED

CNT	SUBJECT CODE	SUBJECT TITLE	SECTION	UNITS	Course Type
1					<input type="checkbox"/> Audit <input type="checkbox"/> Credit
2					<input type="checkbox"/> Audit <input type="checkbox"/> Credit
3					<input type="checkbox"/> Audit <input type="checkbox"/> Credit
4					<input type="checkbox"/> Audit <input type="checkbox"/> Credit
5					<input type="checkbox"/> Audit <input type="checkbox"/> Credit
6					<input type="checkbox"/> Audit <input type="checkbox"/> Credit
ACADEMIC YEAR		20__ - 20__	TERM	TOTAL UNITS	

### 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

*Note: Students may request a copy of their grades after the Grade Consultation Day.*

*Courses taken as a Special Student can NOT be credited if a student decides to apply to DLSU for a degree program.*



# **APPLICATION FOR SPECIAL STUDENT**

## **(for Non-Degree Students)**

### ***PROCEDURE AND REMINDER***

1. Download the [EN-30 Application for Special Students](#).
2. Prepare all documents listed on page 1 of the form.
3. Secure the endorsement from the DLSU Clinic by submitting the medical result to [clinic@dlsu.edu.ph](mailto:clinic@dlsu.edu.ph) or by submission to the DLSU Manila Campus.
4. For Course Offerings, you may coordinate with the Associate Dean of the College
  - Br. Andrew Gonzalez College of Education - [assocdeanBAGCED@dlsu.edu.ph](mailto:assocdeanBAGCED@dlsu.edu.ph)
  - Carlos L. Tiu School of Economics - [assocdeanSOE@dlsu.edu.ph](mailto:assocdeanSOE@dlsu.edu.ph)
  - College of Computer Studies - [assocdeanCCS@dlsu.edu.ph](mailto:assocdeanCCS@dlsu.edu.ph)
  - College of Liberal Arts - [assocdeanCLA@dlsu.edu.ph](mailto:assocdeanCLA@dlsu.edu.ph)
  - College of Science - [assocdeanCOS@dlsu.edu.ph](mailto:assocdeanCOS@dlsu.edu.ph)
  - Gokongwei College of Engineering - [assocdeanGCOE@dlsu.edu.ph](mailto:assocdeanGCOE@dlsu.edu.ph)
  - Ramon V del Rosario College of Business - [assocdeanRVRCOB@dlsu.edu.ph](mailto:assocdeanRVRCOB@dlsu.edu.ph)
  - School of Innovation and Sustainability - [assocdeanLC@dlsu.edu.ph](mailto:assocdeanLC@dlsu.edu.ph)
5. For International Students (Foreign Nationality only), must secure the endorsement from the DLSU International Center through [erio@dlsu.edu.ph](mailto:erio@dlsu.edu.ph)
6. Once all items (1-4) are complete, the applicant must submit them through [Gform](#).
7. The evaluation and approval will take at least five (5) working days. Once approved, the student will receive the Enrollment Assessment Form
8. 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)
9. 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](mailto:jose.albania@dlsu.edu.ph)) for preparation of official receipt (OR); copy furnished [registrar@dlsu.edu.ph](mailto:registrar@dlsu.edu.ph)
  - Once the OR has been issued, the student must email [itservices@dlsu.edu.ph](mailto: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](mailto:assist-crem@dlsu.edu.ph) for orientation on Animospace (the DLSU online learning platform).