

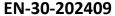


APPLICATION FOR SPECIAL STUDENT

(for Non-Degree Students)

PLEASE PRINT						
PE	RSONNA	L INFORMAT	ION	AC	CADEMIC INF	ORMATION
NAME (LAST, FIRST MIDDLE)				DLSU ID NUMBI (to be assigned by DLS		
GENDER	□ Male	□ Female	ADDRESS		,	
CITIZENSHIP	BIRTHDAY		(MM-DD-YYYY)	(MM-DD-YYYY)		
TEL. / MOBILE NO.			BIRTHPLACE	(CITY, COUNTRY)		
EMAIL						
DOCUMENTS REQUIRED						
(Please prepare the following)						
□ Application for Non-Degree Student (this form) □ Certificate of Good Moral Character/Certificate of Employment (if employed) □ Transcript of records □ Data Privacy Consent of DLSU □ NBI Clearance (For Local Applicants) □ Government Issued Valid ID (For Local Applicants) □ Copy of Passport (For Foreign Applicants) □ Permit/Certification to Study from the Embassy (For Foreign Applicants only) COURSES TO B CNT SUBJECT SUBJECT TITLE						
CODE		SORIECI	IIILE	SECTION	UNITS	Course Type
1						☐ Audit ☐ Credit
2						☐ Audit ☐ Credit
3						☐ Audit ☐ Credit
4						☐ Audit ☐ Credit
5						☐ Audit ☐ Credit
6				TOTAL HAUTS		☐ Audit ☐ Credit
ACADEMIC YEAR	20	20	TERM	TOTAL UNITS		
			CONF	ORME		
students of DLSU. Note: Students may re	equest a copy	SIGI of their grades after	NATURE OVER PF	RINTED NAME / DAT	E	procedures governing

University is acknowledged as the source; and (4) DLSU is notified through academic.services@dlsu.edu.ph.





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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 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
 - 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
- 5. For International Students (Foreign Nationality only), must secure the endorsement from the DLSU International Center through 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) 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).

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